RESTORATION CHURCH
FREDERICK

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ADMINISTRATIVE ASSISTANT

Job Description

Status: Part-Time, Hourly, Non-Exempt | 10-15 hours/week | $25.00/hour | Reports to: Director of Operations

About This Role

The Administrative Assistant keeps the operational and administrative life of Restoration Church running smoothly, so pastoral staff and ministry leaders can stay focused on people rather than paperwork. This role is the first point of contact for many members and guests, whether by phone, email, or in person, and is trusted with a meaningful amount of confidential information about members, finances, and church operations.

Primary Responsibilities

Communications & Front Door

- Serve as the primary point of contact for incoming calls, emails, and general inquiries to the church office.
- Draft, proofread, and send routine church-wide communications (emails, newsletters, etc.) under direction of the Lead Pastor and Director of Operations.

Office & Records Management

- Maintain accurate records in the church management system SubSplash, including membership, attendance, and contact information.
- Manage physical and digital filing systems, including confidential personnel and member records.
- Order and maintain office supplies within an approved budget.
- Prepare materials for weekly services, staff meetings, and Leadership Team meetings.

Scheduling & Coordination

- Coordinate room and facility scheduling for church ministries and outside groups using the building.
- Support event logistics for church-wide gatherings (setup coordination, RSVP tracking, vendor communication).

Financial & Administrative Support

- Process incoming mail, including contributions, and route to the appropriate financial volunteer or staff member per the church's internal controls.
- Assist with weekly bank deposits.
- Maintain confidentiality of all giving records, salary information, and pastoral care matters encountered in the course of this role.

Qualifications

- Proficiency in standard office software (Google Workspace and/or Microsoft Office) required; experience with a church management system preferred, not required.

- Strong written communication skills; comfortable drafting member-facing communication in the church's voice.
- Demonstrated discretion and trustworthiness with confidential information.
- Reliable, self-directed, and comfortable managing multiple small tasks without close supervision.
- Agreement with the mission and values of Restoration Church.
- Satisfactory background check required prior to start, given access to member and financial records.

Your Schedule

This is a part-time, hourly, non-exempt position averaging 10-15 hours per week. In person, daytime hours only.

Compensation & Benefits

- Hourly rate: $25.00/hour, paid twice per month.
- This role is not benefits-eligible at 10-15 hours/week under current church policy.
- Non-exempt under the Fair Labor Standards Act: all hours worked must be recorded and overtime-eligible if hours exceed 40 in a workweek, though that should not occur at this scheduled level.

Governance & Accountability

- This position reports to the Director of Operations, with dotted-line accountability to the Lead Pastor on matters of church-wide communication and confidentiality.
- Annual review conducted by the Director of Operations.

Review & Amendment

This job description will be reviewed annually and updated as the church's administrative needs grow.

Last revised: [date].