



Administrative Assistant



+ General Overview

The primary role of the Administrative Assistant is to provide support and assistance to the pastor and leaders of the congregation in coordinating the work of the church office.

+ Qualifications

- Self-motivated with professional demeanor and presence, positive attitude, strong work ethic and excellent verbal communication and interpersonal skills.
- Strong organizational skills, proficiency in office procedures and methods to ensure workflow
- Understanding and maintaining confidentiality, strong multitasking abilities, teamwork, flexibility and effectively demonstrating rapport with church staff, congregants and visitors is required

+ Education and Experience

- High school diploma or GED, preferred 1-3 years of administrative experience in a church or business environment
- Knowledge of office computers and software (Microsoft Office, Mac, desktop publishing)
- Facebook and web page skills a plus

+ Compensation and Benefits

- **Hours:** This is a 20 hour per week, part time position
- **Work Schedule:** 9:00am - 2:00pm; Monday - Thursday; and as needed for special events
- **Hourly Rate:** Starting rate is \$20.00 per hour
- **Holiday Pay:** In agreement with Employee Handbook
- **Vacation:** 2 weeks of paid per year
- **Personal Days:** Up to 5 annually
- **Maternity Leave:** Up to 4 weeks (unpaid)

+ Responsibilities

Administration of the Church Office
Attend regular staff meetings with pastor*
Coordinate and maintain schedules for pastor and leaders as needed
Coordinate travel arrangements for pastor and leaders as needed
Create all weekly newsletters and programs
Maintain mailing lists for various groups in the congregation
Maintain all membership records database and appropriate paper files
Prepare and mail all correspondence as well sort and distribute mail
Order and control supplies for office maintenance
Maintain wedding and special event policies and funeral packets for distribution as needed
Maintain copier, paper folder, and other office equipment and obtain service if needed
Recycle paper, catalogs, and toner cartridges and put in appropriate place as needed
Coordinate volunteers as needed for assistance with various mailings, reports, programs, etc.
Other various duties as assigned by lead pastor
Building & Grounds Administration
Coordinate/Communicate/Oversee the church custodian*
Coordinate & maintain monthly building usage schedule
Work with long term & short term outside building usages
Order and control cleaning supplies and paper products
Report building maintenance work needed to the appropriate Captain
Keep records related to church insurance, outside user insurance, etc.
Perform and deliver state mandated water testing
Record keeping of building keys
Reception and Support

Welcome visitors and congregational members to the church during office hours
Handle phone calls, transfer calls, take messages and assist callers
Evaluate and manage email communications
Provide support to the congregation and visitors as needed
Financial Support*
Provide support as needed to the treasurer, lead pastor and bookkeeper
Scan invoices, submit receipts to the bookkeeper
Writing and signing certain checks*
Recording deposits from weekly offerings*
Answering financial questions from donors*
Preparing giving statements*
Mission Giving disbursements*
Items marked * are negotiable

+ Character

- Agree with Voyage Church's [Core Beliefs](#)
- Maintains healthy boundaries: rest, work, family and career
- Assumes a posture of humility – teachable, serving, loving – towards all
- Models Voyage's [Mission, Vision](#), Values, and Practices with his/her lifestyle

+ Evaluation and Reporting

- Report directly to Lead Pastor
- Annual job reviews with Voyage's HR team

If interested send resume and letter of intent to navteam@thevoyagechurch.com