



Southbridge

COMMUNITY CHURCH

Administrative Assistant

We exist to glorify God by developing disciples of Jesus. Our mission is to cultivate disciple making environments where people can find a relationship with Jesus, each other, and the world.

Position

To perform duties to successfully support the Church ministerial staff, lay leaders, and volunteers in all Church office operations.

Responsibilities

- Provide general administrative support for Church staff.
- Assist Lead Pastor and staff with regular and special projects.
- Maintain the Church's master calendar in collaboration with the staff, elders, and ministry leaders.
- Maintain the office and facilities environment to be professional and presentable.
- Maintain all physical and digital church records. Provide support to other staff on Breeze.
- Check and ensure appropriate and prompt response for the Church's mailbox, voicemail, and assigned email accounts.
- Process new Conversation Cards, send Welcome emails, record the information in Church database, and assign follow up contacts to staff. Support staff in use of Church database.
- Complete check requests, paperwork for receipts, and mail checks in support of the staff.
- Ensure all print materials for Southbridge are produced, maintained and distributed.
- Complete and send cards. (i.e. sympathy, prayer, and thank you)
- Make reservations and purchase tickets for upcoming events.
- Order supplies online, by phone, or through local vendors.
- Create and proofread documents, social graphics, flyers, and other resources.
- Edit and post on website and social media as needed.
- Other duties as assigned by Pastors, Elders, and HR Team.

Required Qualifications

- Motivation, enthusiasm, and attention to detail
- Self-starter, professionalism and willingness to learn
- Effective written and verbal communication skills
- Effective organization and leadership skills
- Attend weekly staff meetings
- Maintain God ordained priorities in your life
- Dedicate personal time for spiritual growth
- Successfully complete a Background Check

Preferred Qualifications

- Bachelor's Degree
- Experience with Church Management Software (Breeze, Planning Center, ACS)
- Experience with Graphic Design Software (i.e. Adobe, Canva, Visme)

Job Specifications

- Monday-Thursday
- 8:30 AM - 2 PM (20 hours/week; Possibly extended to 24-28)