

Administrative Assistant

Responsibilities

- Be in the Welcome Center Monday and Friday, 8:45-3:45
 - Days could change in a given week but not the hours
 - Church Administrator may ask to switch days
- Answer phones, take messages, welcoming, caring attitude
- Screen calls for pastors, chairs, Messiah Christian School (MCS) and other staff
- Distribute mail
- Welcome guests. Buzz in people to our front door, hear their needs, and help meet those needs without letting them further into our building if possible for the safety of our children, accepting members who allowed to do whatever they say they need to do
- Carry out short term clerical projects assigned by the Church Administrator or MCS Director
- Updating website and social media
- Using Canva or similar graphics program to create social media and postcard communications for the church
- Clerical work for Children's and Youth Minister, cf. putting together mailings, creating social media memes

Compensation

- \$15/hour
- Paid hourly wage on the 15th and 30th of the month
- Administrative Assistant reports hours after every day worked to the Church Administrator who will report them to payroll
- No paid vacation time or paid holiday time. Unpaid time off can be requested and approved by Senior Pastor only
- Possibility of extra time worked in week for paid time off for the Church Administrator
- Possibility of less work in summer, depending on budget

Direct Report

- Senior Pastor is your direct report
- MCS Director has managerial responsibility for this position, too.