

Administrative Assistant Job Description

New Creation Metropolitan Community Church (MCC) is looking for someone with:

- Exceptional attention to details;
- Good written and oral communications skills, particularly phone etiquette;
- Strong organizational skills;
- Good computer skills and willingness to learn new programs;
- Good self-motivation and an ability to follow through without constant supervision;
- A thorough understanding of, and ability to maintain, confidentiality;
- A positive attitude;
- A professional, yet friendly, presentation to the public
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To hire as an Administrative Assistant to:

- Support the ministries of New Creation MCC
- Support the Pastor, Board of Directors and other leaders
- Assist persons coming to the church office

By:

- Answering the phones, checking voice mail and routing calls to appropriate staff and/or answering calls directly;
- Changing the outgoing message in voicemail as needed;
- Checking email for spam/junk mail and deleting it;
- Answering or initiating email correspondence as directed by the pastor;
- Maintaining postal and email address books;
- Sorting the mail and routing it to appropriate staff members;
- Monitoring the postings on bulletin boards and literature racks for timeliness and as directed by the pastor;
- Tracking worship attendance information;
- Collecting and dispersing names and contact information from attendance slips to team leaders when indicated;
- Maintaining the church calendar;
- Producing a calendar of events for the church newsletter based on the official church calendar;
- Sending meeting reminders;

- Serving as liaison between New Creation and ComDoc re: service requests, meter readings, toner requests, etc. for our copier;
- Producing mailing labels as needed;
- Duplicating church newsletters and notifying volunteers of its availability for pickup/delivery to outside venues;
- Duplicating church visitor packets as requested by the head usher;
- Monitoring office supply levels and notifying the pastor when supplies need to be purchased;
- Assisting the pastor with mailings, correspondence, filing, organization of the office, typing or data entry as assigned;
- Other duties as assigned.