

JOB DESCRIPTION
Administrative Assistant
Home Moravian Church

Job Summary

The Administrative Assistant provides administrative support to Home Church's program staff (pastor, associate pastor, director of Christian formation, and music director) and is the primary staff person interacting with members and the public when they contact the church office. This position reports to the pastor, who is head of staff.

Illustrative examples of duties:

- Performs clerical work for program staff
- Maintains membership records (both paper and digital); keeps attendance records; insures that required church records are provided to the Moravian Archives.
- Coordinates church calendar for all activities and schedules use of church facilities.
- Creates print materials including worship bulletins, monthly church newsletter, and congregational mailings.
- Prepares bulk mail and other special mailings.
- As needed, assists communications coordinator with congregational emails and with preparation of weekly electronic newsletter.
- Answers phone (with the assistance of front office volunteers) and keeps outgoing messages and phone tree up to date
- Purchases supplies as needed for office and for some worship services

Knowledge, Skills, and Abilities:

- Demonstrated ability to work with others--staff, volunteers and visitors--in an office setting, and to manage basic office functions
- experience in handling funds in a professional, confidential, and accurate manner.
- Ability to work effectively in a Windows-based computer environment, including word processing and basic database management
- Ability to give attention to countless small (but important) details
- A spirit of cooperativeness; the flexibility to function in a wide variety of situations and with a sincere respect for all persons; and a sense of humor
- Ability to work selflessly with other staff members to accomplish tasks; to value cooperation to achieve a goal; and to receive direction willingly.
- *It is imperative that this person be able to maintain confidentiality.*

Other:

- The position requires availability to work regular hours Monday through Friday as determined upon hiring.
- All staff members are required to abide by the most recent edition of the Employee Handbook of Home Moravian Church.
- All staff members are required to act in a manner consistent with the values and overall mission of Home Moravian Church.

This is a full-time, salaried position with benefits. Salary range: 38,000-42,000, depending on experience.

Send resume and reference to home1771@homemoravian.org, subject line "Personnel Committee."