

Meriden Evangelical Free Church Administrative Assistant

The administrative assistant will work under the direct supervision of the Sr. Pastor to execute the normal functions of the church office.

The Basics

- 20 hours a week
- Weekly Staff Meetings
- Annual Evaluation

Expectations

- Confidential with information
- Cordial with the people you are in contact with
- Competent with the computer

General Duties

- Create and print bulletins weekly
- Manage church website, online Google calendar, and Facebook with updated information
- Regular communication with staff (formal or informal) to coordinate schedules, church calendar, and for scheduling use of the building
- Mail collection and distribution
- Create brochures and posters as needed
- Answer Telephone Calls, Receptionist for the walk-ins
- Order supplies for the office when needed, and the kitchen, coffee machine, and janitor supplies when requested
- Communicate with the congregation via email and website
- Create and update online Church directory
- Update Servant Keeper software with information: directory, attendance
- Other duties as assigned

Yearly

- Annual Reports