



**Job Title:** Administrative Assistant – Part time (20-24 hours a week, Thur., Fri., Sun.)

**Reports To:** Pam Clifford

**Position Status:** Part Time – Non-exempt.

**Position Summary:** This part-time position includes general administrative duties in a high volume, fast paced, non-profit Christian church environment.

**General Responsibilities:**

The Administrative Assistant is a key person in the organizational function at Foundations Church. That person helps lead the physical operations of the church office and plays an important role in communication and coordination of church activities. This person will be required to multi-task and be an excellent communicator in order to meet the demands of the congregants as well as the staff at Foundations Church.

**Job Responsibilities and Duties:**

**General – Administrative Assistant:**

- Provide clerical assistance to church staff as prioritized.
- Provide clerical assistance to church ministries as prioritized.
- Order office supplies.
- Coordinate/assist with special events including travel arrangements.
- Prepare reports as directed.
- Maintain church and pastoral calendars.
- Manage credit card statements and reimbursements for staff members.
- Work with graphic designers for the design of the program and ministry design needs.
- Work with classes on Sundays to provide administrative assistance to Welcome Center, Core Classes and others as assigned.

**Job Skills and Requirements**

- Demonstrated proficiency in computer skills including Microsoft and Adobe.
- Adaptability to Church's database management software, Church Community Builder and Planning Center.
- Attention to detail and follow-through on assignments and deadlines.
- A commitment to good interpersonal relationships, teamwork and support of church ministries, and a pleasant personality.
- A commitment to confidentiality regarding all records, both of the church and staff, and the members.
- Dependable attendance.
- A person able to manage paid staff as well as a large volunteer network.
- Takes personal responsibility in developing one's own spiritual, physical, and emotional well-being.

**Personal Qualifications:**

- A person who has a strong and growing personal relationship with Jesus Christ.
- A person who is supportive, enthusiastic and can articulate the beliefs and vision of Foundations Church.
- A person who will pursue continuing educational experiences in this area. Attendance at seminars and conferences are encouraged and highly desired.
- A person who is positive, energetic, personable, marked by integrity, has leadership ability, is teachable, creative, cooperative, has good people skills, a sense of humor, is self-disciplined, has great communication skills, is dependable, and is friendly to the adults and youth of the community.
- Demonstrates discernment and wisdom in communicating with people from all walks of life.

**Compensation and Benefits:**

1. The salary will be discussed upon interview.
2. Vacation and personal days off will be discussed upon interview.
3. This position is not eligible for benefits.