



## Administrative Assistant

DEPARTMENT: Administration  
REPORTS TO: Office Manager  
LOCATION: La Mirada  
FLSA STATUS: Non-Exempt  
EMPLOYEE  
STATUS: Regular Part Time  
WORK HOURS: 20-25 hrs/week  
SCHEDULE: M-F, Business Hours  
APPROVED BY: Church Administrator

The following statements are intended to describe the general nature and level of work being performed. They should not be interpreted as an exhaustive list of all responsibilities, duties and skills required.

### Summary and Purpose:

Under the general direction of the Church Administrator and Office Manager, the part-time Administrative Assistant serves the body of Grace by providing phone coverage, carrying out various administrative tasks, and working closely with each ministry team.

### Key Areas of Responsibility:

- Greet, screen and direct visitors with a positive attitude
- Answer church office phone, screen and direct calls with a positive and helpful spirit
- Review/respond/redirect church voicemail and emails
- Make telephone calls for staff as needed
- Maintain a clean and orderly work environment
- Organize and maintain office supplies
- Respond appropriately to church building access requests
- Responsible for mail preparation and distribution
- Sign for/accept deliveries and notify recipients of shipments
- Receive benevolence requests and direct to Deacons
- Proofread and edit documents and publications
- Assist with bulletin and insert production
- Collect and input data from communication and design requests from various staff, ministries, and congregation
- Make copies, folders, packets, etc. for various classes, ministries and staff
- Scan and archive important information
- Conduct research projects for various staff, elders or ministries
- Calendaring and/or scheduling
- Respond to Grace Net requests as needed
- Manage social media posts using Hootsuite

- Attend and participate in weekly communication and staff team meetings
- Maintain electronic archiving of files and publications
- Various other duties as assigned

#### Qualifications, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Knowledge

- Experience working with Microsoft Office, Apple Software, and G Suite.
- Experience working with Photoshop, Illustrator, InDesign, and other Adobe products
- Working knowledge of social media, branding, communication and strategies - especially Facebook, Instagram, and Twitter.
- Familiar with task management software

#### Skills

- Strong interpersonal skills, especially effective oral communication
- Computer proficiency required. Mac experience preferred
- Strong organizational skills

#### Abilities

- Capable of effective professional, written communication
- Ability to maintain confidential information
- Ability to multi-task with prompt execution, high initiative, and strong name-face recognition
- Ability to work in a team setting and independently
- Ability to take directives and seek further clarification as necessary
- Work with and utilize volunteers

#### Faith and Membership

Maintain a lifestyle with sound Christian principles and those established by the institution. Participate in the spiritual growth, development, care and support of other employees interacting with this position. Have a solid assurance of salvation through faith in Jesus Christ. Be a regular attending member of Grace Evangelical Free Church or in process of becoming a member. Strong, growing walk with the Lord, evidenced by a deep love for Jesus Christ and others. Desire to serve the body of Christ with any gifts, abilities, and talents that God has given. Have an attitude of being faithful, available and teachable.

#### Education and/or Experience

High school diploma or GED with 1 to 2 years experience directly related to the duties and responsibilities.

Language skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions as well as procedure manuals.

Reasoning Ability

Ability to apply common sense understanding to carry out instruction furnished in written, oral or diagram form.

Certificates, Licenses, Registration

Current State of California Driver License

Working Conditions:

This position is in a typical sedentary office environment and might require occasional lifting (capable of lifting 20 lbs.).

Work days and work hours will be standardized during the busiest part of the workday.

Work is on-site, generally in the reception office area.

Attire: modest business casual.

Administrator Approval		
_____	_____	_____
Printed Name	Signature	Date

Employee Acceptance		
_____	_____	_____
Printed Name	Signature	Date