



Position Description

Position title: Administrative Assistant

Position type: Paid, Part Time

Reports to: Office Manager

POSITION OVERVIEW

The Administrative Assistant is a reliable, well-organized member of the Front Office Administrative Team that is responsible for church publications, answering phones, greeting guests, and administrative tasks. As part of the Front Office Team, the Administrative Assistant will assist other office staff with tasks and projects as needed.

KEY RESULT AREAS

Key Result Area #1

Publication: Create, edit, and publish content for regular printed and electronic communications to the congregation.

Performance Standards:

The Administrative Assistant's job in KRA #1 will have been satisfactorily performed when:

1. All publications are produced using PLC standards for graphics, layout, and fonts.
2. All publications are free of grammatical, spelling, and informational errors.
3. The Bulletin and eNews are ready for publication on Thursday morning each week.
4. The PLC app is updated weekly with event information and worship content.
5. Sermon audio is posted to the PLC app by noon each Monday.
6. Lectionary readings are posted in Planning Center each Monday.
7. Long form worship bulletins are proofread and ready for printing/distribution each Thursday morning.
8. Copy about ministry events is approved by the ministry leaders prior to publication.
9. All bulletins and inserts are ready for distribution by the close of business each Friday.
10. Monthly Birthday and Anniversary Lists are available in the information racks on the last Sunday before each new calendar month.
11. Church information racks and bulletin boards are neat and attractive, with expired content removed within 3 days of an event.

Key Result Area #2

Office Support: Primary office responsibility for greeting guests and maintaining a professional working environment.

Performance Standards:

The Administrative Assistant's job in KRA #2 will have been satisfactorily performed when:

1. Incoming phone calls are answered promptly and transferred to appropriate staff members or messages are delivered in a timely manner.
2. Visitors are greeted in a friendly, professional and helpful manner.
3. Community members with needs are greeted, information is collected, and assistance is offered per office policy.
4. Files are kept current and maintained systematically.
5. The Front Office is kept clean and neat; clear of boxes, excess items and clutter.
6. The coffee station is well stocked and clean.

Key Result Area #3

Supply orders: Place orders for administrative and ministry needs.

Performance Standards:

The Administrative Assistant's job in KRA #3 will have been satisfactorily performed when:

1. Supply and food orders are placed according to church office policies and procedures.
2. Costco order are placed by Monday and Thursday mornings of each week.
3. Supply and food orders are promptly stored in their proper locations or delivered to ministry leads.
4. Weekly Costco invoice is processed with each item billed to the appropriate ministry or department within 2 working days of delivery.

Key Result Area #4

Administrative support: Regular tasks and special projects that support that administrative needs of PLC.

Performance Standards:

The Administrative Assistant's job in KRA #4 will have been satisfactorily performed when:

1. Administrative projects are completed by stated due date.
2. Time cards are printed and distributed on the Friday before each new pay period.
3. Church attendance numbers are collected from the usher's notes and recorded in a spreadsheet each Monday morning.
4. Annual giving envelopes are labeled and ready for distribution by the first Sunday in December each year.
5. Mail is sorted and delivered to the appropriate person, department, or ministry on a daily basis.

Key Result Area #5

Computer Skills: Expertise in the use of the copier as well as software programs relative to publications is maintained and growing in the programs of Scheduling Software, Word, Outlook, Publisher, Power Point and Excel.

Performance Standard

The Administrative Assistant's job in KRA#5 will have been satisfactorily performed when:

1. Continual growth in the software programs of Word, Outlook, Publisher, Power Point and Excel by use of on-line training and daily application.

Key Result Area #6

Employee Development: Attend training programs and staff meetings offered to staff through PLC.

Performance Standard

The Administrative Assistant's job in KRA #6 will have been satisfactorily performed when:

1. Monthly All Staff Meeting is attended.
2. Weekly meetings (One on One's) with supervisor (Office Manager).
3. Attend additional training as directed.

QUALIFICATIONS

1. Associate degree required (B.A. or B.S. preferred)
2. Experience and proficiency with Microsoft Office Suite (Word, PowerPoint, Publisher, and Excel).
3. Experience and proficiency with standard office machines (telephones, copy machines, etc.)
4. Experience with scheduling, customer service, and resource management.
5. Excellent written and verbal communication skills
6. Focused attention to detail.
7. Ability to be flexible and easily interrupted. Able to work in a fast paced environment.
8. Demonstrated ability to operate as a team player.
9. Self-starter and quick learner.
10. Polite, professional, and friendly demeanor.

CHARACTER QUALITIES

1. A Christian of good character and reputation, having a strong Christian witness, attending worship regularly, and modeling faith to others.
2. A person who can maintain a good working relationship with others; one who is "team oriented."
3. A person who enthusiastically endorses the core values and mission of PLC's ministry.

TIME

20 hours a week during regular business hours