

**Hazelwood Christian Church
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ADMINISTRATIVE ASSISTANT – General Information

The Administrative Assistant works in the church office, 30 hours per week. Hours are generally 6½ hours, Monday through Thursday, and four hours on Friday. Hourly compensation is based on work experience. Paid time off is granted as specified in the “Personnel Policies and Guidelines” manual.

ADMINISTRATIVE ASSISTANT – Job Description

The Administrative Assistant serves in consultation with and under the direction of the Senior Minister, and cooperates with associate ministers; reports to the Senior Minister; schedules with the property manager for space to be cleaned and set up; and acts as the contact person for Hazelwood Christian Church with outside groups.

JOB FUNCTIONS

1. Assists minister(s) with administrative and pastoral tasks and communication with church leaders and groups.
2. Acts as on-call staff person when all ministers are away at the same time, and is responsible for office coordination in their absence.
3. Assists teams with their needs as requested. (Help wanted ads for Personnel, research for Mission & Benevolence, etc.)
4. Maintains an up-to-date list of member’s addresses and phone numbers, and distributes to appropriate staff and church leaders. Also keeps member information records up-to-date in appropriate systems.
5. Updates weekly congregational hospital and concern lists and makes them available to those who need them. This includes weekly visitation lists for Elders.
6. Compiles information and submits the year-end report to the General Office.
7. Open and sorts mail, routes as appropriate. Monitors church email account and responds appropriately.
8. Oversees church mailings, preparing address labels, etc.
9. Prepares newsletters, including typing, article composition, layout design, and duplicating.
10. Prepares correspondence for Senior Minister (including dictation) and other ministers and church leaders when appropriate; e.g. Jones Scholarship applications, etc.
11. Promotes favorable public relations, being responsible for submitting news releases and special advertisements with content input from appropriate committees.
12. Maintains master church calendar.
13. Coordinates church meeting schedules and room setup.
14. Schedules wedding dates and coordinates consultations between the officiating minister, the couple, and others involved in the ceremony.

15. Coordinates church funerals, contacting leadership involved, ushers, etc., including a dinner if requested.
16. Attends Church Board and Church Cabinet meetings and reports on key items on the church calendar.
17. Acts as Secretary for Church Cabinet meetings.
18. Orders worship and program materials as requested.
19. Oversight of various office machines, to include operation for various groups in the congregation, notifying appropriate companies for routine maintenance, as well as ordering office supplies when needed.
20. Prepares annual office budget.
21. Acts as notary public for church office.

OTHER JOB FUNCTIONS

1. Must be prepared to be backup for other church staff in their absence.
2. Attends continuing education offerings to learn new skills and enhance job performance.
3. Performs such other functions as may be assigned by the Senior Minister.

WORKING CONDITIONS

Office setting with no substantial exposure to adverse environmental conditions.

ADMINISTRATIVE ASSISTANT – Minimum Qualifications and Requirements

Physical and Mental Requirements

1. Sitting and performing repetitive motions with arm muscles for typing.
2. Ascending and descending stairs.
3. Stooping, kneeling, reaching, bending for filing, and lifting up to 20 pounds.
4. Flexibility to juggle several projects simultaneously, to prioritize, and to work under pressure of deadlines with frequent interruptions, while maintaining a pleasant and calm office demeanor.

Education and Experience

1. Three years of office experience preferred, or a combination of education and experience from which comparable job knowledge has been acquired.
2. Proficiency in secretarial skills: Effective language/verbal/writing skills, including vocabulary, spelling, and rules of punctuation; formatting skills; proofreading skills; organizational skills; ability to work independently.
3. Competent in use of office equipment: phone system, Windows-based computers, copy machines, fax machines, etc.
4. Competent in use of office software: email, Microsoft Word, Publisher, Excel and PowerPoint and other applications used by the church.

Knowledge and Abilities

1. Ability to present a business-like appearance and pleasant manner in dealing with the congregation, staff, and the public.
2. Must be dependable, and competent to handle confidential matters and materials.