

Administrative Assistant Southern Hills Christian Church

JOB TITLE: Administrative Assistant

OUR VISION: Jesus calls us to be a faith community that nurtures people in spirituality transforming relationships with God, others, and all creation.

GENERAL JOB DESCRIPTION

Provide Administrative support as required for Southern Hills Christian Church. Position is a part-time salaried position, with workdays to include Monday through Thursday on a regular basis. General target will be 24 hours per week.

MAJOR DUTIES AND RESPONSIBILITIES

Greeting and welcoming of visitors, creating a welcoming atmosphere to all.

Property Management, including but not limited to coordinating maintenance, repairs, and custodial staff

Scheduling of weekly activities/building use and liaison to CDC.

Data entry, to include limited financial processing

Bi-monthly Newsletter production

Church bulletin production

Answer, Screen, and forward incoming phone calls

Receive, sort and distribute daily mail and deliveries

Maintain security of confidential office and membership information.

Liaison with outside services and vendors.

Any other duties as assigned

QUALIFICATIONS FOR THE JOB

Education:

College Degree

Experience and Attributes needed:

Professional attitude and appearance

Microsoft Office skills, to include Word, Excel, PowerPoint.

Adobe Indesign preferred, but Desktop publishing experience needed.

Computer Skills

Bookkeeping skills

Organization skills

Good personal communication skills

Hands on experience with office equipment (printer, copier, fax, etc)

Multitasking and Time-management skills

Be nurturing in our faith community, and helpful to others in their spiritual journey.