

ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

POSITION TITLE

Administrative Assistant

Reports to: Executive Pastor

JOB SUMMARY

The Administrative Assistant will provide the highest standard of service to internal ministry, staff and external partners. Whether communicating in person, by telephone, or through writing, the Administrative Assistant must efficiently respond to questions and concerns and must apply problem-solving tactics to ensure ministry satisfaction. This role provides primary support to assigned department leaders at The Word Church and must exercise extraordinary caution to maintain confidentiality and trust in handling all business-related matters. The Assistants duties are broad, but include the items listed below.

ESSENTIAL JOB RESPONSIBILITIES

- ✓ Maintain the latest and most current information on The Word Church's programs, personnel, policies, procedures, and priorities, to provide accurate communication to clients.
- ✓ Multitask efficiently by adequately handling the following items:
 - ✓ Administration:
 - Execution of administrative tasks, including answering phones, taking messages, greeting guests, submitting requests for supplies, etc.
 - ✓ Typing & Data Entry:
 - Heavy composing and typing of business-related materials, documents, and correspondence originating from various sources (i.e. dictation, rough drafts, hand-written memos, etc.)
 - ✓ Transcription:
 - Transcription of meetings minutes (including planning and/or creative meetings) into Word processing documents
 - ✓ Appointments:
 - Scheduling of appointments as required, based on confirmed availability
 - ✓ Correspondence:
 - Initiation of routine correspondence (paper-form and/or electronic form) with internal and external parties, and with appropriate follow-ups on such correspondence
 - ✓ Compilation and Analysis:
 - Compilation, organization, analysis, and review of data of various formats (including Excel spreadsheets), with keen attention to accuracy and completeness
 - ✓ Filing:
 - Upkeep of general and specific files
 - ✓ Copying:
 - Preparation and duplication of materials for staff, with copyright permissions obtained as required

- ✓ Operations:
 - Assistance with various aspects of event coordination, budget management, and communications

REQUIRED SKILLS

- ✓ Exceptional communication skills (verbal and written) with demonstrated ability to speak, read, and write English
- ✓ Knowledge of grammatical principles and standard proofreaders' marks
- ✓ Proficient interpersonal skills and professionalism
- ✓ Strong organizational and multi-tasking capabilities
- ✓ Superior attention to detail
- ✓ Sound ability to:
 - Protect confidentiality when handling sensitive information
 - Learn and efficiently apply new ideas, processes, policies, and functions
 - Solve problems independently and effectively
 - Adapt to shifting priorities, demands, changes, and workloads
 - Function under pressure in an ever-changing environment
 - Manage time wisely and meet fast-approaching deadlines
 - Follow through on assigned projects, providing timely updates as needed
 - Edit written materials accurately
 - Coordinate calendars and revise schedules frequently
 - Render guidance and direction in development of support staff and volunteers

GENERAL QUALIFICATIONS

- ✓ 3-5 years of experience in administration or a related field, with experience in a non-profit environment strongly preferred
- ✓ A vibrant and growing personal relationship with God, with commitment to Christian principles and teachings

SALARY / WAGES

Compensation, which is negotiable and salary-based, will be determined with respect to a candidate's qualifications and experience.

APPLICATION

Apply at wordcity.org