



FIRST CONGREGATIONAL CHURCH OF AKRON

ADMINISTRATIVE ASSISTANT TO THE SENIOR MINISTER JOB DESCRIPTION

Mission: Provides high level administrative support to the Senior Minister and, in so doing, supports congregational vitality. Maintaining complete confidentiality, this position is responsible for supporting the Senior Minister, managing the Senior Minister's office, and serving as the first point of contact for visitors and guests of the Senior Minister and church.

Reports To: Senior Minister

Principal Duties and Responsibilities

- 1) Coordinate and organize daily office activities and workflow within the Senior Minister's office maintaining all information and records in the strictest of confidence.
- 2) Coordinate all incoming communication directed to the Senior Minister. Receive incoming mail, manage email, and answer telephone calls directed to the Senior Minister's office, screening appropriately to ensure the Senior Minister only need handle essential tasks and decisions.
- 3) Assist the Senior Minister with outgoing communication matters, making telephone calls and drafting letters and other communication materials, as directed.
- 4) Monitor the church entrance from desktop application. Greet new arrivals, offer directions and address members' and guests' queries, as needed. Make appointments for the Senior Minister, while redirecting those queries that can be appropriately handled by another staff member.
- 5) Support the Senior Minister with strategic planning and routine task prioritizing, including managing the Senior Minister's schedule and appointments calendar, meetings, confidential phone calls, and travel.
- 6) Provide support to the Senior Minister in preparation of worship materials for weekly services and special events.
- 7) Provide general administrative support to the Senior Minister (including sermon transcriptions, reports, filing, etc.) as well as support for special projects, events, and services.
- 8) Maintain church membership records and church database, including entering information and generating reports.
- 9) Coordinate internal and external HTML emails together with Senior Minister and Finance and Communications Manager, including composing and sending emails and maintaining this database.
- 10) Together with the Finance and Communications Manager, maintain social media accounts (including but not limited to Facebook, Twitter and Instagram).

- 11) Coordinate special mailings and execute with the assistance of the staff team and volunteers.
- 12) Coordinate and distribute the church directory.
- 13) Monitor and reconcile expenses directly related to the Senior Minister's budget. Submit invoices and other documents for payment, compile expense reports, and submit necessary receipts for monthly credit card statement processing.
- 14) Monitor the activities of the Senior Minister's reporting staff, including deadlines and leave.
- 15) Participate in staff meetings.
- 16) Perform confidential tasks, special projects, and additional duties as assigned.

Qualifications

- 1) High School Diploma or GED required. Associates or Bachelor's degree in communication, liberal arts, business administration, or related field, preferred.
- 2) Possess excellent written and verbal communication skills.
- 3) Advanced computer skills in Microsoft Office applications, database management, spreadsheet and design software (Adobe, preferred), with proficiency in website management software (Wordpress, preferred).
- 4) Strong organizational skills with an ability to multi-task, prioritize projects, manage time, and meet project deadlines.
- 5) Competency with social media platforms, including Facebook, Twitter, Instagram, Tumblr and LinkedIn.
- 6) Ability for continued learning and skill development.
- 7) Able to work effectively with people of diverse cultures and ethnicities, all levels of socioeconomic status, gender identities and sexual orientation.
- 8) Positive interpersonal skills and the ability to work independently as well as on a team.
- 9) Ability to maintain confidentiality and objectivity.
- 10) Understanding and enthusiasm for the church and its members, mission, and programs.
- 11) Must be able to grow within the changing needs of the position.