

## Office Assistant

New Life Church in Decatur is looking for a sharp, enthusiastic individual who has a desire to manage the day-to-day administrative aspects of the church office. The successful applicant will have a positive attitude, a desire to work as efficiently as possible, and exceptional people-facing communication skills. This job may include some occasional weekend work. We're looking for someone who can operate effectively with little or no supervision and who can manage multiple tasks at once without becoming overwhelmed. The ideal candidate will also serve as a church ambassador, along with the rest of our team, ensuring that all stakeholders have an outstanding experience when engaging with New Life and our programs.

**Responsibilities** include, but are not limited to:

- Perform clerical duties, including drafting memos, taking meeting minutes and sharing with the team, and organizing and maintaining files.
- Provide administrative support to managerial staff.
- Answer general phone inquiries and direct calls and provide basic church information.
- Plan and implement church events to include ministry meetings, breakfasts, or luncheons.
- Handle confidential information with integrity.
- Notify staff and members of member hospitalizations and deaths. Assist families with securing the sanctuary for funeral arrangements, when necessary.
- Prepare, proof and print any items needed for funerals, weddings, and special church events.
- Monitor the info email and respond appropriately in a professional manner.
- Maintain and update the church's monthly calendar.
- Assist with printing materials for the different ministries, when needed.
- Maintain office efficiency by overseeing and implementing office procedures and standard of excellence and professionalism.
- Assist with recruiting and maintaining volunteer pool for administrative office and special projects.
- Provide channel for communicating information to church members on an as-needed basis utilizing Constant Contact online software.
- Maintain church database, upload new members' information into Automated Church System (ACS), and update membership changes, including births, baptisms, and deaths.
- Schedule use of facilities by different ministries utilizing ACS.

Minimum **requirements**:

- Bachelor's degree in business, secretarial science or a related field or equivalent experience preferred.
- 3- 5 years of supervisory experience in administrative work in a church and/or not-for-profit environment.
- A committed Christian and a regular participant in the life of a local church.
- Can conceptualize his/her administrative work as ministry and verbalize the function of the job as ministry.
- Is responsible for fostering effective communication within the church organization.
- The ability to manage a consensus decision-making process.
- Proficient in Microsoft Office, including Word, Excel, PowerPoint and some experience with Adobe InDesign.
- Professional and positive attitude, attention to detail and a team player.
- Timely, consistent attendance and flexibility to work early mornings, evenings or weekends - with notice.
- Excellent verbal and written communication skills.