

## Administrative Assistant

PaulAnn is looking for an Administrative Assistant to perform a variety of administrative tasks. As an Administrative Assistant you will need excellent oral and written communication skills and be able to organize your work by using tools like MS Windows, Planning Software, and Data Check Software.

This is a paid full-time, non-exempt position starting June 1st, 2021. You will report to the Executive Pastor.

Responsibilities will include:

### Executive Pastor Assistant

- Assist with all facility coordination and event planning, work schedules, reservations and record keeping - this includes all PaulAnn ministries and events as well as public events.
- Assist with Jordan's Crossing administration, interviews, coordination, and ministry.
- Assist with record keeping, legal filing, and administration of church business.
- Work with ministry teams and Executive Pastor to keep church ministry supplies stocked.
- Assist to keep all church forms updated and in stock.
- Assist staff in sending and receiving letters, emails, faxes, and other communications.
- Assist with answering phone calls and routing them accordingly.
- Assist in receiving office guests / deliveries.
- Assist with weekend preparations including scheduling volunteers, etc.
- Assist with Benevolence.
- Attend monthly staff meetings.
- Assist with recording and updating CLG information and assist with communication.
- Keep the church calendar current and provide copies prior to monthly All staff meetings.
- Other related duties as assigned, and time allows.

Education and/or Experience (must have one or more of the following).

- High school diploma or equivalent.
- Associate's degree or Bachelor's degree recommended.
- 3 years related experience and/or training preferred.
- Equivalent combination of education and experience.

### Skills and Personal Characteristics

- Excellent command of the English language, including basic composition, grammar and punctuation.
- Ability to write correspondence.
- Strong computer skills, including use of the Internet, e-mail, and word processing.
- Knowledge of Mac OSX and/or MS Windows.
- A passionate Christ-follower who is trustworthy, humble, and teachable.
- A collaborative team player.
- An engaging communicator who is relational and listens well.
- Action-oriented, great work ethic, responsible, organized, thorough.
- Demonstrates trustworthiness and education as a member of the staff team.
- Agreement and commitment to the theology, mission, values and culture of PaulAnn.

### Physical Requirements:

- This position may require long periods of sitting and/or standing.
- Required to lift or carry office supplies and equipment up to 15 lbs.