

Administrative Assistant
Job Description - HCC



Scope

The administrative assistant will serve by providing administrative support to the pastoral staff and other HCC leadership teams. Communication, verbal and written, will be a key component to this role.

Responsibilities:

1. Communications:
 - a. Receiving and sending emails
 - b. Weekly bulletin and Congregational email updates
 - c. Create/ publish brochures, pamphlets, flyers, etc. for various ministries and programs as required
 - d. Managing rental requests

2. Database
 - a. Maintain current and accurate records of members and attenders (along with Clerk of Council)
 - b. Manage planning center registrations and events
 - c. Manage and record worship attendance
 - d. Support ministry leaders in use of database and gathering of information
 - e. Order and personalize Profession of Faith and Baptism certificates, Bibles, Membership Statements/Transfers, etc.
 - f. Maintain comprehensive, up-to-date computerized church membership in planning center (work with Clerk on membership and transfers)
 - g. Maintain database of Police Criminal Record Checks for members of the congregation in accordance with the HCC Safe Church policy (planning center)
 - h. Update denominational yearbook information as it changes and submit those changes annually
 - i. Liaise with Clerk of Council

3. Website and Social Media
 - a. Maintain and update HCC website
 - a. Ensure sermons are uploaded
 - b. Calendar updates
 - b. Maintain and update social media pages
 - a. Curate content and post weekly
 - b. Manage comments/messages
 - c. Ensure consistency of communication between website and social media

4. Maintain and Update Directory
 - a. Produce a yearly directory

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- b. Organize church photos to be taken
5. Support and collaborate with the pastoral staff and ministry leadership
 - a. Attend staff meetings
 - b. Attend other meetings as required
 - c. Provide assistance where needed
6. Front Desk/Facilities
 - a. Greet guests as they enter our building
 - b. Answer phones and respond to voice mails
 - c. Have an awareness of what is going on in the building and coordinate with facilities caretaker
 - d. Liaise with staff and custodian to order supplies for the building

Qualifications:

- Friendly disposition and strong interpersonal skills
- Strong communication skills
- Work effectively with minimal supervision
- Strong command of business English language (spelling, grammar, and punctuation)
- Proficient in MS Office, email, website publishing, and willingness to learn Canva
- Ability to perform typing and clerical assignments as received from a variety of sources
- Ability to compose routine correspondence and to prepare, type and maintain a variety of records, reports, and related documents
- Ability to effectively proofread, edit and polish staff communications
- Competence in graphic design for posters, website content and other advertisements
- Good time management skills
- Ability to work with personal, sensitive information relating to others and keep the information in confidence
- Ability to support needs of the church community and public effectively and efficiently

Personal Qualifications:

As a member of the church staff, it is expected that this successful candidate would conduct both their personal and business life in a manner consistent with Scripture and the mission of Hope Community Church. Love for the Lord and have a willingness to support HCC's ministries within the church and the community.

Accountability:

The Admin Assistant will be responsible, and report to, the Lead Pastor. In his absence they will report to the Chair of Council.

Education and Experience:

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Completion of Grade 12 along with training in office administration

Proficient in Microsoft Office

Experience with writing and basic graphic design

Work Schedule and Compensation:

The hours of work will be 22hours per week, Tuesday to Friday 9-3pm. The position requires some flexibility and may require some additional hours on afternoons, evenings or weekends for which compensation will be provided at the current hourly wage. Salary is commensurate with experience and education.