Arlington United Church Job Description – Administrative Assistant   Rev. 5/21/2023

All employees of the Church are first and foremost servants of God and are expected to perform their duties in such a manner and spirit as to welcome and encourage others in their spiritual development as followers of Jesus Christ. The church staff will work in cooperation with one another to help accomplish the mission and ministry of the church.

The position includes a 3-month probationary period.

Regular Activities (Weekly and Monthly). These may change as needs change
- Communications
  - Manage email, postal mail, and voice mail. Coordinate with the Bookkeeper, Council Secretary, and Pastor regarding mail they receive and special procedures for these items.
  - Send updates to the congregation regarding upcoming online church services
  - Call, text, or email congregants as needed or requested
  - Maintain EmailDodo group email lists (www.emaildodo.com) and Text-in-Church lists; keep all lists current.
- Church Calendar
  - Maintain the church online calendar and communicate this to the Council
  - Receive reservations for meeting places and include in the calendar per church policy
- Sunday Worship
  - Generate the weekly bulletin under Pastor's direction.
  - Update announcements from the calendar, the pastor, and other sources.
  - Maintain a list of songs and commercial videos used in the service for CCLI and CVLI.
  - Maintain the visitor list for the Pastor
- Supplies
  - Maintain inventory list for kitchen, janitor, worship, finance, and office supplies.
  - Keep essential office supplies in stock (paper, envelopes, stamps, toner, batteries, etc.)
  - Purchase supplies, staying within budget, with pre-approval received from committee chairs.
- File System
  - Maintain the church electronic file system. Keep the system current, including contracts, policies, records, etc. Scan paper files into the file system. Some paper copies may be kept in the file cabinet for committee use.
  - Receive Council emails and store official minutes in the file system.
- Report daily activities to the Pastor or Staff-Parish Relations (SPR) Liaison as requested.

Special and Recurring Projects:
- Report song and video lists to CCLI and CVLI periodically as required
- Maintain the church membership in PowerChurch Plus, contact people to confirm listings.
- Every March/April gather content for the Annual Report and assemble using Microsoft Office. Publish and print prior to the Annual Meeting the first Sunday in May each year. Create a PDF version, too.
- Finalize the Annual Report with Fiscal Year-End data. (Due August each year).

Required Skills:
- Team oriented with strong human relation skills. Personable and compatible with the Pastor; humble and pleasant demeanor.
- Communicates effectively orally and in writing. Ability to compose bulletins and letters with proper grammar and spelling.
- Self-directed and motivated with disciplined work habits
- Strong organizational skills
- Fluent in Microsoft Office (Word, Excel, Publisher) on a Windows 10 PC. Intermediate to expert skill level is expected. (See addendum for list of computer skills to have or develop)
- Ability to learn and operate PowerChurch Plus program Membership Module
  - Update and maintain membership database: Names, Addresses, Emails, Phones, Milestone Dates, Photos etc.
- Trustworthy.
  - This position requires discretion and confidentiality.
  - References required.
  - Able to work unsupervised.
  - Must comply with the AUC Safe Church Policy.
- A background check is required

Hours:
- 4 to 6 hours per week. Flexible to work more one week and less another. Extra hours available upon approval of SPR and Finance Chairs.
- Required to work 100% in office, but some working from home is negotiable.
- Must be able to meet with the Pastor at least once each week in the office.
- Pay is hourly, paid at the end of the month per submitted time sheet and activity log.
- There is no vacation, though time off without pay is available as required by arranging ahead with the assigned supervisor.
- Hourly Pay: Starting Wage $16.00/hour

Supervisor Relationships:
    Pastor
    Staff-Parish Relations Committee liaison

Email Contact: jobs@auc1.org,   auc1.org/jobs

Attached: Addendum

ADDENDUM to AUC Administrative Assistant

Expected Computer Skills

- Microsoft Windows 10
  - File Management
    - Locate lost files on PC or on Share Folder (server)
    - Locate all Word or Excel files in a directory
    - Sort directory by name or date
- Microsoft Office 365 for Windows PC
  - Word
    - Use of tabs (L/C/R), margins, indents (not spaces to position)
    - Use of column and page breaks; use of headers and footers
    - Use of paragraph spacing, widow control, keep-together; L/C/R justify
    - Inserting pictures: Use of text wrapping options, anchoring
    - Tables: Formatting, outlining
    - Mail Merge: Use Excel list to create merge document in Word: Letters and mailing labels

  - Excel
    - Format cells for numbers or text
    - Resize rows and columns; move rows or columns
    - Sort alphabetically or numerically
    - Filter rows that contain only specific entries
  - Publisher
    - Text Flow
    - Sizing pictures, resolution concerns
    - Page sizing for letters and banners
- PowerChurch Plus
  - Learn PowerChurch Plus, used by the church for membership management.
  - The finance and other modules are not necessary to be learned.

Training is offered through volunteers and videos.