

**Part Time Administrative Assistant**

**Role Definition:** Provides overall ministry support to the pastoral staff, ministry directors and elders (as needed). Serves as financial liaison to the OffsiteBookkeeper.

**Purpose:** To create an inviting and gracious atmosphere for visitors to the church and office and to assist the Pastors with general office tasks and systems that help the church operate effectively, efficiently and creatively. Help with communication systems to the church body.

**Schedule:** 15**-**20 hours**/**Likely 2-3 days per week (flexible days)

**Compensation:** Part-time without fringe benefits; some paid vacation days after 1 year

**Admin Assistant Responsibilities:**

* Highly organized. Helps Pastor and staff with organization and systems.
* Supportive and enthusiastic, with the ability to articulate the vision and values of The Ridge to any caller or guest
* Gatekeeper for the pastors. Receive and direct guests that call or come into the office for both scheduled and unscheduled appointments
* Receive and sign for mail and package deliveries. Check mail box and sort/distribute mail as necessary
* Social Media savvy. Able to maintain and utilize various social media for communication to the church body and community.
* Database champion. Maintain and operate church database system.
* Scanning and sending invoices, purchase orders, check requests, etc. to the offsite bookkeeper.
* Phone Answering:
  + Direct incoming calls to appropriate line
  + Filter calls as necessary
  + Be knowledgeable about church events to be able to answer questions (who, what, when, where and how)

**Ministry Assistant Responsibilities (to be weighted and prioritized as needed)**

* Assist Pastor/Directors with various office and clerical tasks. Including but not limited to:
* Process Check/Charge/Advance financial requests; handle debit card receipts, assigning to correct account and reporting to bookkeeper
* Assist in Ordering materials/equipment/curriculum
* Assist Pastors in managing schedules
* Maintain office supplies, replenish as needed
* Assist ministry team leaders (i.e. small groups, RidgeKidz, students) with ordering curriculum
* Work with Pastor/Directors to keep church calendar updated and process Calendar Requests
* Process/manage facility & bus use requests, including managing key sign out system
* Assist/manage data entry and maintain records in database systems
* Coordinate and utilize volunteer admin assistants to help with various tasks
* Manage reception area and Community Room (includes maintaining an inviting atmosphere, prepping and maintaining supplies for small groups and various meetings)
* Communication with Elders, Volunteer Coordinator and Ministry Team leaders on behalf of pastors as needed
* Other related duties as needed.

**Requirements:**

* Consistent, growing Christian walk
* Faithful, committed church involvement
* Willing to be a member at *The Ridge* is preferred, but not required
* Personable and caring
* Flexible
* Dependable
* Organized
* Diligent
* Self-starter
* Strong integrity
* Able to keep confidence
* Professional attitude