



## **Administrative Assistant**

We exist to glorify God by developing disciples of Jesus. Our mission is to cultivate environments where anyone can live in relationship with Jesus, others, and the world.

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### ***Position***

To perform duties to successfully support the Church ministerial staff, lay leaders, and volunteers in all Church office operations.

### ***Responsibilities***

1. Check and ensure appropriate and prompt response for the church's post office box, mailbox, voicemail, and assigned email accounts.
2. Ensure the entry of new Conversation Cards. Send the new guest emails. Record the information in church database and update appropriate contacts.
3. Maintain all physical and digital church records.
4. Complete check requests, paperwork for receipts, and mail checks in support of the staff.
5. Ensure all print materials for Southbridge are produced and maintained.
6. Ensure all print materials for church ministries are prepared.
7. Complete and send thank you cards.
8. Maintain the office and facilities environment to be professional and presentable.
9. Maintain the church's master calendar in collaboration with the staff and elders.
10. Assist church staff with special projects.
11. Provide general administrative support for church staff.
12. Make reservations and purchase tickets for upcoming events.
13. Order supplies online, by phone, or through local vendors.
14. Create and proofread documents.
15. Other duties as assigned.

### ***Required Qualifications***

- Motivation, enthusiasm, and attention to detail
- Self-starter, professionalism and willingness to learn
- Effective written and verbal communication skills
- Effective organization and leadership skills
- Attend weekly staff meetings
- Maintain God ordained priorities in your life
- Dedicate personal time for spiritual growth
- Successfully complete a Background Check

### ***Preferred Qualifications***

- Bachelor's Degree

### ***Job Specifications***

- Monday-Thursday
- 9 AM - 12PM (12 hours/week)