

**Position Description:**

Title: **Administrative Assistant**  
Revision Date: July, 2020

**Principle Function:**

The Administrative Assistant shall have responsibility for performing tasks and functions relevant to the ministry office on a day-to-day basis. In addition, this person shall also be dedicated to Christian service.

**Specific Responsibilities:**

- Receive calls, set appointments, maintain calendar, receive visitors
- Work closely with the ministry team
- Maintain ministry team budgets and prepare requisitions
- Assist in coordinating events
- Attend team meetings, church functions or receptions for the purpose of assisting in tasks related to this office
- Work with Communications team on publications
- Serve as coordinator in preparing and assembling training materials, outlines and manuals
- Maintain appropriate databases for tracking related information
- Prepare correspondence: routine, confidential and dictated
- Maintain files: open and confidential
- Perform other duties assigned

**Additional General/Personal Miscellaneous Responsibilities:**

- The Administrative Assistant is a member of a team dedicated to Christian service and should have conduct that is pleasing to the Lord.
- Because of the confidential nature of individual membership records and correspondence of staff, it is absolutely essential that the assistant respect this confidence.
- Be a team player, problem solver, mission oriented and committed to excellence in all things