



# First Congregational Church of Battle Creek

## Ministry Team Member Position Description

**TITLE:** Administrative Assistant

**Date:** 5/4/18

**CLASSIFICATION:** Part Time Non-Exempt

**REPORTS TO:** Church Administrator

**COMPENSATION:** \$10-12 an hour/10 hours weekly

### General Summary

The Administrative Assistant is responsible for assisting the Church Administrator in performing general administrative tasks and implementing church communications strategies.

### Essential Functions

- provide general administrative and clerical support including mailing, scanning, faxing and copying.
- perform data entry
- print, copy and scan documents
- develop slides and other media for worship services
- implement communications planning across various media platforms including websites, social media and print media
- assist in scheduling community and church events
- utilize a multi-line phone system in an professional manner
- prepare and modify documents including correspondence, flyers, programs and other documents

### Minimum Education/Experience/Knowledge

- Proficient computer skills including use of Microsoft Office applications, social media, email and internet.
- High School diploma or GED. Associate's degree preferred.

### Working Conditions

- General office work environment
- While performing the duties of this job, the employee is regularly required to use the computer, telephone and other office equipment. Continual keyboarding is also required.
- The employee frequently is required to walk/stand, sit, and talk or hear.
- Moderate bending, lifting, pushing or pulling 0-25 is required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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FCCBC is a tobacco-free, fragrance-free facility for the health and safety of everyone.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

## **Non Discrimination and Equal Employment Opportunity**

First Congregational Church of Battle Creek is an equal opportunity employer and makes employment decisions on the basis of merit. First Congregational Church of Battle Creek's policy prohibits unlawful discrimination based on race, color, religion, national origin, age, sex, disability, marital status, familial status, gender identity, gender presentation, sexual orientation, veteran status, or height and weight, in accordance with all applicable federal, state and local laws.

### **Approval:**

**Church Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Senior Pastor:** \_\_\_\_\_ **Date:** \_\_\_\_\_