

ADMINISTRATIVE ASSISTANT JOB DUTIES

UPDATED 6-30-23

(8HRS A WEEK)

Below are the responsibilities that we would like an administrative assistant to be able to cover within 8hrs a week. Keep in mind that basic computer skills like using word, website editing, and ability to write, send, and keep track of emails are required. Also, we are looking for someone who enjoys administration and organizational type tasks.

Weekly:

1. Sermon notes and Connect Card (0.5 hrs.)
 - a. Post sermon notes online
 - b. Connect Card
 - i. Give prayer requests to one of the pastors.
 - c. Visitors
 - i. Put visitor information into system
 - ii. Give info. To Pastor Dan and/or Pastor Ryan if applicable
 - iii. Send *Thank You for Visiting* letter
2. Weekly Reminders – send emails regarding (0.25 – 0.5 hours)
 - a. Nursery
 - b. Morning Ministries
3. Update Website and Power Point Announcements (2-3 hrs.)
 - a. Website
 - i. Gather any new announcements from calendar
 - ii. Track down information if needed from Ministry Leader(s)/Pastors
 - iii. Post events to website event page and calendar
 - iv. Update ministry pages
 - b. Power Point Announcements
 - i. Create Sanctuary and Welcome Center announcement
 1. Gather any new announcements from calendar
 2. Look up sermon verses/find slides online
 3. Create new slides as necessary
 - ii. Save and send to tech team
 - iii. Start TV announcements on Sunday morning
4. “This Week at LEFC” Email (.25 - .5 hr.)
 - a. Utilize template and update with weekly and upcoming events
 - b. Send to News email group
5. Year of Prayer (1 hr.)
 - a. Sunday night email with upcoming verses, family prayer rotation and monthly prayer focus
 - b. Tuesday Night Prayer/Wednesday Fasting with suggested prayer guides
 - c. Next Family on prayer rotation (plus reminder if necessary)
 - d. Create picture for bulletin board, print, post on Sunday morning
6. In the Building
 - a. 2-3 weekly work hours will be done in the building. TBD by pastors.

Monthly:

1. Meet with Pastors to discuss upcoming events/calendar (.5 – 1 hour)
2. LEFC monthly calendar (1 hours)
 - a. Maintain online church calendar
3. Year of Prayer weekly & monthly prayer focus updated, put on website & at welcome center.

As Needed:

3. Posters/Flyers/Info
 - a. Create flyers/posters/sign-up sheets for various events
 - b. Update posters/information at Welcome Center
 - c. Update/post flyers/posters on bulletin boards
 - d. Set up display tables as necessary with signs
4. Liaison
 - a. Answer emails from members, elders, community with questions
 - b. Advise appropriate committees of items needed/issues to be addressed
 - c. Add people to email groups as they request
5. Ministry Materials
 - a. Print and put together printed materials for ministries as needed.
6. Missions
 - a. Communicate with Missions Committee on Missionary of the Month information
 - b. Scan and email to LEFC News group Missionary updates when they come in

Semi-Annually & Annually:

1. Meeting Reports (1-2 hours)
 - a. Contact committee heads, receive and compile reports
 - b. Create and print copies of reports
 - c. Keep updated list of members
 - d. If voting, create and print ballots
2. Meeting Minutes (2-4 hours)
 - a. Attend meetings, take meeting minutes
 - b. Type up minutes and email to elders
3. Create new binders/folders for meeting and elder Minutes