



77 W. 11th St., Holland, MI 49423

Title: ADMINISTRATIVE ASSISTANT

Reports to: Church Administrator

Hours of Work: This is a part-time hourly position at 24-32 hours per week, Monday-Thursday.

Salary Range: Based on \$14-16 per hour

Position Description: The Administrative Assistant provides hospitality within the church office for the congregation and community and gives essential administrative support to the ministers, church administrator, and other church staff to support the ministry of Hope Church. It is the expectation that the entire staff will work cooperatively to fulfill the mission of the church.

Essential Duties and Responsibilities:

- Receptionist duties – answer phones and greet visitors
- Receive requests for pastoral care and membership support and direct to ministers and pastoral care team. Maintain the office pastoral care board.
- Preparation, print, and assembly of weekly bulletin and support for sacristy guild preparation of sanctuary
- Responsible for word processing, data maintenance, mail handling, and correspondence in support of the ministry teams. This includes using desktop publishing for the creation of posters, flyers, and signup sheets
- Maintain yearly schedules for volunteer involvement and send reminders
- Manage the weekly visitor tracking system
- Maintain the church and facility use calendar making arrangements with any members using the facility
- Assemble and mail monthly Hope Church News, as well as seasonal Christian Education, Lent and Advent brochures
- Assist in coordinating special events including monthly Pizza Sunday
- Website and blog postings as needed.
- Keep literature racks and bulletin boards current.
- Additional responsibilities will be added as needed in consultation with the church administrator and ministers.

Essential skills and experience required:

- Exceptional people skills.
- Organizational abilities. Shows initiative and works independently. Ability to multi-task.
- Experience and proficiency in computer skills including email, Microsoft Office Suite (Word, Excel, Publisher, PowerPoint) and data entry and management.
- Exceptional communication skills. Excellent writing and interpersonal communication ability. Able to operate with discretion and confidentiality.
- Attention to detail including skill in proofreading.
- Ability to support online media presence including website and social media posts.