



## St. Thomas Reformed Church Position Description

**Position Title:** Administrative Assistant

**Reporting to:** Pastor of Congregational Formation

**Hours:** Full-time, salary

### **Ministry Purpose:**

St. Thomas Reformed Church is a non-profit faith-based organization that seeks to spread the good news of Jesus Christ and to assist and support the member of the Church and the greater local community. All employees of STRC must meet a high personal ethical and professional standard and endeavor to represent the Church in a compassionate and positive manner, in all circumstances.

### **Responsibilities:**

The position of Administrative Assistant (AA) will be responsible for a variety of duties including, but not limited to the following:

- Initial points of contact in the office — This includes visitors, phone calls, emails, mail, website, etc. and will require the AA to have strong verbal and written communication skills.
- Confidentiality — The AA must possess the ability to maintain confidentiality of sensitive information. Due to the sensitive nature of Church activities and the personal needs of its members, the AA must be able to determine if a request should be personally handled or should be referred to a Pastor for assistance.
- Provide Support to Staff — Provide a range of support functions for the Pastors, the Minister of Music and the Operations Administrator. This would require the AA to have superior organizational skills in order to maintain an efficient office including all filing and maintaining all books of record. These support functions would include, but are not limited to the following:
  - Communications – phone calls, letter writing, setting up meetings, etc.
  - Administration – social media, website, licensing & registrations, governmental issues and reporting, trip planning, filing
  - Summer camp and annual mission trips
  - Preparation of the Sunday Bulletins
  - On a limited basis, the AA may be asked by the Pastor of Congregational Formation to assist members of the Consistory (Elders and Deacons) in various



administrative functions. The activities of the Consistory vary widely and will change based on current needs. Some, but not all, of these tasks may include:

- Tracking of funds used to assist persons in need and support for the writing of grants and the subsequent follow up and reporting of same.
- Records, reports and agenda documents of the consistory are to be kept in permanent files. Reports, correspondence, and other matters referred to in the minutes also need to be retained permanently. May be deposited in the RCA Archives five years after the volume is completed.
- Limited financial functions —
  - Track all incoming invoices via mail or email and filing of same
  - Track and account for all incoming funds including from Sunday collections; VENMO, PAYPAL; checks by mail, etc.
  - Assist in the accounting for and depositing of all checks and cash into the bank
  - Entry of all incoming invoices into the accounting system
- As the Church strives to employ new technology and greater efficiency in all spheres of operations, the AA must have strong digital skills to assist in social media, website updates & maintenance, electronic outreach and modernize all internal office operations
- Adaptability — As the Church continues to grow and evolve in this fast-changing world, the AA must be open minded and willing to learn and adapt new skills and processes. The Church is also planning to begin cross-training staff in order to establish a system of redundancy/back up for critical tasks. This will enable operations to continue uninterrupted in the event a staff member is out of office for any reason.

Any and all other tasks that reasonably fall within this function as directed by management

**Qualifications:**

- High school diploma or general education degree (GED) required. Associate's degree in Business Administration preferred.
- 2-3 years of clerical, administrative, or office experience
- Proficient computer skills, including Microsoft Office
- Strong verbal and written communication skills
- Comfortable with routinely shifting demands
- High degree of attention to detail
- Data entry experience
- Working knowledge of general office equipment
- Experience with or willingness to learn online databases, communications or website editing.
- Bilingual preferred.
- Experience writing and/or managing grants preferred

