

## **Job Description**

### **Church Administrative Assistant**

Heart and Soul Community FM Church  
1185 N. Clinton Avenue  
Rochester, NY 14621

Heart & Soul Community Church is a growing multicultural, bilingual church. Its vision and mission is to help people find HOPE, BELONGING AND PURPOSE IN CHRIST BY LEADING PEOPLE TO CONNECT TO GOD, CONNECT TO OTHERS AND TO SHARE GOD'S LOVE. At this time the church is seeking a part time administrative assistant. The Church Administrative Assistant is a vital role that keeps the business side of the church in motion and running smoothly. The Administrative Assistant reports to the Lead Pastor and serves both the lead pastor and the associate pastor. This person is responsible for the administrative functions of the church and coordinates the general building usage. This is a paid position consisting of 15 hours per week. It is an "at will" employment position.

### **The key responsibilities consist of but are not limited to the following:**

Office Management: Maintain the church office and ensure it operates efficiently. These duties include managing office supplies and restocking when necessary, operating office equipment and technology, as well as organizing files and records in a standardized method for easy retrieval following established record managing protocols.

Database Management: Maintain the church database, including membership and church records, attendance data, and visitor workflows and contact information for effective outreach and communication. Strong computer skills needed.

Administrative Support: Provide administrative assistance to the Lead Pastor, the associate pastor, the board and various ministry teams. This could involve preparing documents, scheduling appointments, and helping with day-to-day tasks to support their work.

Visitor and Member Support: As the face of the Church office the administrative assistant will be the first impression that people have of the church. Therefore, she/he must greet and assist visitors, members, and volunteers in a warm and friendly manner,

address their inquiries, provide necessary information, and offer guidance as needed in-person, via e-mail, mail, and social media outlets.

**Event Coordinator Support:** Assist in planning and coordinating church events, meetings, and activities with church members and staff. This may involve managing the church's calendar, booking venues, sending invitations, and providing necessary support during the events.

**Bookkeeper Support:** The administrative assistant will be responsible for bookkeeper (tracking expenses debits and credit cards and handling and recording givings and donations) as well as maintaining confidentiality of all financial records.

**Qualities:**

- Passionate about being a disciple of Jesus and making disciples of Jesus
- Passionate about working in a multicultural, urban setting
- Organized and business-oriented
- Strong people skills to work with both church staff, volunteers, church members

**Required Knowledge, Skills and Abilities:**

- Must be committed to the church's mission and values.
- Must be organized and have a keen eye for detail and efficiency.
- Must be able to communicate effectively both verbally and in writing.
- Must be a self-starter with an innovative approach to administration.
- Must be knowledgeable with a variety of technology.
- Must be able to meet weekly deadlines while working independently and in team environments.
- Must be able to multitask and prioritize duties independently and assist church members when members of the pastoral staff are unavailable.
- Must be cognizant of working with sensitive and personal data to maintain confidentiality.
- Must be courteous and tactful.
- Must be bilingual (English and Spanish).

**Education and Experience:**

- Associate's degree or Bachelor's degree preferred.
- At least two years of clerical or administrative experience is preferred.
- Proficiency in Google Workplace products & pages is preferred; and willing to learn our systems.

**Salary:**

Starting salary 20.00/hour

Interested applicants email resume to **[louis@heartandsoulchurch.com](mailto:louis@heartandsoulchurch.com)**