

**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT**

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Brentwood Christian Church :: Trinity Presbyterian Church  
*Two Congregations. One Building.*

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**Rate of pay:** \$10-\$15/hr., commensurate with qualifications & experience

**Hours:** 30/week

**Supervision:** Pastor(s) and Operations and Coordination Committee

**Skills and characteristic traits**

- Able to work with multiple supervisors and multi-task.
- Able to interact with people in co-operative, pleasant and helpful ways.
- Able to practice confidentiality.
- Dependable, observing set hours.
- Responsible, completing tasks in an efficient and effective manner.
- Able to adapt to immediate demands (such as a funeral) in the midst of regular work. Willingness to learn, flexibility and adaptability are important characteristics.
- Self-motivated and organized, managing time efficiently.
- Ability to manage technology well, including learning new computer programs.
- Has read the respective mission, value and belief statements of both Brentwood Christian Church and Trinity Presbyterian Church (PCUSA) and is able to work *with a sense of personal integrity* within those parameters.

**Computer skills and technology use**

- Create Publications
- Data entry in several formats, including, but not limited to, word processing
- Software:
  - Word, Excel, Publisher or equivalent
  - Power Church and WinDSX (can be trained in these)
- Church phones (landline and mobile)
- Copy machine
- Church laptop and computer

**Primary responsibilities for both congregations**

- Keep the master calendar of building activities for both congregations; work with pastor(s) on master building schedules
- Set building door lock schedule for all activities
- Prepare weekly bulletins and announcements
- Prepare special service bulletins (i.e., funerals, Christmas Eve, Maundy Thursday, etc.)
- Answer the phone, check church office email and manage messages
- Provide general receptionist duties for all who come to the building
- Monitor, record and report the results of the friendship pads at each service
- Entry of data concerning Power Church (with the exception of financial records)

- Record the data contained on the membership profiles; reporting pertinent information to all officers.
- Help to create the “fields” needed with PowerChurch.
- Mail new member letters, membership profiles, etc.
- Maintain filing system (for example, to keep a copy of each bulletin and newsletter for our records)
- Change out sign-up sheets in gathering area as needed – usually just deacon and worship leader sheets.
- Perform routine computer backups.
- Help organize the office file cabinets, moving digital files from personal computers to the office computer (or storage devices)
- Collect and distribute church mail.
- Prepare weekly email announcements and monthly newsletters.
- Email worship teams for the next Sunday and remind them they are working – deacon team, elders, and worship leader.
- Email worship leader material to the worship leader and place a hard copy on the lectern in the sanctuary.

### **Secondary Responsibilities for both congregations**

- Offer clerical help to the officers and committees of the church, as time permits. E.g., prepare and/or print things for church groups as needed – address labels, flyers, etc.
- Creation of documents related to church organization, training, events, education.
- Preparing correspondence for mailing. (Pastor directed)
- Help to maintain a clear and accurate line of communication throughout both congregations
- Keep track of building access; train people on how to access the building
- Update mailboxes at least annually to reflect changes in membership and to put all names in alpha order. As new Brentwood members join throughout the year, add their boxes along the bottom right rows
- Issue and program new key fobs and alarm codes as needed or deactivate as needed.
- Record Voice Shot messages for robo-calls to church members regarding funerals, etc.
- Check for any info that should be posted or removed from bulletin boards.
- Hang special event posters at each entrance and the bulletin boards as needed.
- Update song royalty list
- Update homebound and hospital lists as needed