

Mennonite Church of Normal
Administrative Assistant (Part time 24 hr/wk) 2017

Main purpose of the position: To perform general administrative duties in a church office, working with three pastoral staff, church chairperson and office manager, as well as coordinating activities in the building.

Qualifications:

1. Strong computer skills including skills with Windows and Microsoft Office (Word, Excel, Outlook, Publisher and PowerPoint), basic website maintenance and web application proficiency, and a willingness and ability to learn software such as PowerChurch (membership/accounting) and Ignite (electronic sign).
2. Excellent command of English composition, grammar and punctuation.
3. Proficiency in or ability to learn office and church equipment operation and trouble shooting including computers, copier, and sound system.
4. Ability to handle confidential data and information in an appropriate manner.
5. Ability to pass a background check and drug screening, and comply with Mennonite Church of Normal's Child Protection Guidelines.
6. Strong interpersonal and communication skills; trustworthy; detail-oriented and a good organizer.
7. Good time management skills.
8. A practicing Christian; familiarity with the Mennonite Church is desirable.

Duties include:

1. Answer general queries by phone, email, and in person.
2. Open, sort and route the daily mail.
3. Support the pastoral staff through typing, filing, duplicating and other as needed.
4. Reception functions: screen calls, keep church calendar, make appointments, manage salespersons.
5. Prepare and duplicate bulletins, format PowerPoint slides for worship services, and publish the weekly electronic newsletter *Midweek Connection*.
6. Maintain church records, filing system and computer files, including membership records and annual church directory.
7. Serve as coordinator for building/facilities use including for outside groups, and their AV needs.
8. Serve as equipment manager: troubleshoot & arrange for technical support as needed.
9. Work with the building custodian, making him aware of upcoming events and the required setup
10. Monitor and update the electronic sign and website as needed.
11. Prepare mailboxes and welcoming communications for newcomers as directed.
12. Other duties as assigned.

Supervisor: Office Manager

Beginning date: Aug 2017

Wages: Negotiable depending upon experience

Work level details: 6 hr/day 4 days/wk for a total of 24 hr/wk