



## **Job Description**

**Title:** Administrative Assistant

**Hours:** Flexible working hours Tuesday – Friday, 20 hours a week.

**Compensation:** \$10/hr

**Function:** The Administrative Secretary will answer directly to the Senior Minister for efficient administration of the business affairs of Lakeshore Christian Church (LCC).

### **General Characteristics**

- Proven ability and willingness to use skill in supporting the ministerial staff and the overall programs of LCC.
- Reputation for sound judgment and decision-making ability.
- Reputation of integrity.
- Willingness to study and improve themselves in areas of their knowledge and skill which need strengthening.
- Personal dress and appearance should be appropriate to the ministry of the LCC.

### **Requirements & Expectations:**

- Develop a thorough knowledge of structure and organization for Lakeshore Christian Church.
- Responsible for coordination and communication of all business and administrative affairs of LCC.
- Maintain a cooperative team spirit and an attitude of genuine care for all personnel, members, volunteers, and others who associate with LCC.
- Maintain a genuinely cheerful, organized and friendly demeanor with all people that interact with LCC.
- Maintain excellent records.
- Have a good working knowledge of modern computer operating systems and software applications used by LCC.

- Maintain a strict confidentiality of LCC daily activities and ministry information learned in the course of carrying out job responsibilities, including but not limited to knowledge of financial records, counseling appointments, personal information.

### **Coordination Duties**

- Maintain master calendar for LCC staff and members.
- Coordinate the use of LCC facilities to groups or organizations as approved.
- See that all groups and users of facilities are informed of the usage rule.
- Maintain a file for the accurate inventory of all equipment (chairs, tables, fixtures, office equipment, etc.)
- Serve as chief purchaser for all office supplies and help coordinate other purchasing as required.
- See that keys are kept secure and key checkout lists are current.
- Communicate any office equipment maintenance needed and secure it with authorization.
- Maintain files for instructions, maintenance contracts, warranties, and servicing information for all LCC-owned equipment.
- Assist deacons in negotiating the best deals with vendors and contractors. Periodically review contracts and performance of contractors and vendors.
- Coordinate the weekly changing of the LCC sign.

### **General Duties**

- Creation and construction of bulletin and inserts on a weekly basis.
- Record, and maintain attendance logs and membership information on a weekly basis.
- Check and respond to email and voice mail on a daily basis.
- Help coordinate volunteer staff activities and responsibilities.
- Become informed of, and help coordinate, personnel schedules including, but not limited to, office hours, appointments, vacation time, and travel.