

admin@gc3nc.com

www.gc3nc.com

336.577.3420



GREAT COMMISSION COMMUNITY CHURCH, INC.

Part-Time Administrative Assistant Job Description

Job Type: Part-Time

Schedule: To Be Determined

Salary: To Be Determined

Position Description:

We are looking for a multi-tasker with excellent organization skills, communication skills, and an upbeat attitude. Candidates should be able to assist the church by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail.

The Administrative Assistant reports to the Senior Pastor and Board of Directors.

Duties and Responsibilities

- Handling general office tasks, such as filing, data entry, scheduling, etc.
- Greeting and assisting members and guests
- Making and keeping track of appointments
- Answering, screening, and routing incoming calls, taking messages as needed, and managing voicemail
- Assisting with updating the church's calendar, scheduling important dates, meetings, and events
- Maintaining and attending set office hours in-person at the church office
- Maintaining church correspondence including but not limited to: Email, Letters of Correspondence, Church Correspondence, Mass Text for Membership, Church Announcements, Weekly Reminders, developing and maintaining church forms, etc.
- Setting up Zoom Meetings and sending Zoom access links to recipients



GREAT COMMISSION COMMUNITY CHURCH, INC.

Duties and Responsibilities (Continued)

- Maintaining church office supplies by keeping inventory and requesting supplies as needed
- Designing and producing church flyers and programs
- Updating and maintaining church website and social media pages
- Keeping and maintaining Church General Assembly Meeting Minutes
- Updating and maintaining church bulletin boards and outdoor marquee
- Completing administrative tasks associated with event planning
- Developing and maintaining a church membership directory electronically and physically

Required Knowledge, Skills, and Abilities

- Able to work at a fast pace and meet weekly deadlines.
- Proficient computer, office equipment and internet skills.
- Proficiency with Microsoft Office Suite
- Strong organizational skills
- Detail-oriented and accurate
- Excellent verbal and written communication skills
- Exercise exceptional judgment in dealing with sensitive and personal issues.
- Ability to prioritize tasks
- Must be comfortable using technology
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Google Documents/Google Calendar

Skills to be Assessed

- Grammar
- Computer/Technology Skills (Google, Outlook, Microsoft Office, Mevo, Phone/Voicemail System, Copier, Internet, Social Media, etc.)
- Website (Wix)
- Interpersonal skills