



Administrative Assistant – Part Time/ Full Time

Washington Alliance Church

Washington, PA United States

Daily/ Weekly Responsibilities:

- Answer and direct phone calls
- Answer and direct emails
- Welcome people who come to the church Monday-Friday/ Maintain doors
- Collect mail Monday-Friday and distribute as necessary
- Monitor assigned key cards and assign when necessary
- Communicate with Facility Manager regarding events
- Maintain prayer requests and the Prayer Chain:
 - Gather and update prayer requests for One Call and prayer packet
 - Script and send out One Calls to the Prayer Chain
 - Post prayer packets once a week at the Connect Center and on the Facebook Prayer Group
- Maintain the pastors' calendars via Google Calendar, including meeting scheduling when necessary and daily/ weekly reminders
- Coordinate the volunteer calendar via Planning Center for the City Mission weekly chapel service, including scheduling and communication
- Print out the weekly Sunday service schedule via Planning Center on Friday for the pre-service meeting and place in Connections Room
- Script and send out the Friday Phone Call in conjunction with the Communication Director
- Maintain shut-ins list and information:
 - Gather updates regarding our shut-ins
 - Put together weekly packets to be sent to shut-ins and mail
 - Coordinate and maintain our Support Our Seniors ministry, recruiting volunteers and emailing monthly ideas and reminders
- Maintain and update church's Dropbox account
- Maintain office supplies:
 - Monitor office supplies and send out Staples orders when needed

- Monitor and re-order ink for all copy/ printer machines
- Requisition invoices from FORD Business Machines and A-Z Janitorial Services
- Assist staff with special projects, including research
- Keep record of petty cash and requisition when necessary

Monthly/ Annual Responsibilities:

- Help coordinate special events (First Step Luncheon, etc.)
- Help to prepare for monthly Board Meetings:
 - Create board reports for attendance and offering
 - Collect Board of Ministry reports from ministries and make report packets
- Communicate information to deaconesses (births, deaths, and communion)
- Maintain in-memory donation information and send out letters to donors and the families of those being memorialized
- Send out emails and welcome letters to new guests and keep record of Connect Cards for Annual Report
- Participate in Celebration Sunday preparations:
 - Communicate with individuals interested in membership, baptism, or child dedications prior to Celebration Sunday and maintain class attendance, etc.
 - Communicate with the elders prior to Celebration Sunday in regard to class attendance, etc.
 - Put together Membership Binders for membership classes leading up to Celebration Sunday
 - Create and print certificates for membership, baptisms, and baby dedications
 - Coordinate child dedication gifts and baptism t-shirts
- Gather and put together pictures for Graduation Sunday