



FIRST FREE
CHURCH

Administrative Assistant

Job Description

At First Free Church, we take a team approach to administrative support. While each Administrative Assistant is assigned to specific ministry areas, we also support one another during busy seasons and special events. Additionally, full-time Administrative Assistants serve at the reception desk 2-3 days per week and occasionally fill in for others as needed.

Job Description Summary

This position is a full-time, hourly position of 40 hours per week. The Administrative Assistant's primary responsibilities include:

- Provide administrative support for ministry leaders as directed.
- Perform other tasks to support team members and the Administrative Support Director as needed.
- Serve at the front desk.

Accountability

The Administrative Assistant reports directly to the Director of Administrative Support. Additionally, this position interacts directly with ministry leaders in other departments.

Essential Functions and Responsibilities

- Work with the Administrative Team to provide support to other ministries as assigned. This may include purchasing, event support, printing, calendaring, and volunteer support.
- Attend Administrative Support Team meetings and follow up on action items.
- Work with the Administrative Support Director and other ministry leaders to plan and carry out church-wide events.
- Work two days per week at the reception desk and serve as backup as needed.
- Act as the point person for guests and benevolence when serving at the front desk.
- Work with the rest of the Administrative Support Team to maintain our database and support the Bookkeeper.

Personal Qualifications

Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Attends and is committed to the vision, values, and beliefs of First Free Church.
- Cultivates a friendly staff culture that is committed to excellence.
- Leads with service and care for other people.
- Mature and discerning, able to brainstorm and solve problems.
- Seeks to anticipate the needs of others and meet them preemptively.
- Detail oriented while handling a variety of new projects on a regular basis.
- Works well with others as a flexible team player.

Minimum Qualifications

- Excellent administrative, communication, and time-management abilities.
- Comfortable learning technology platforms. (Google Suite, Planning Center, WordPress)
- Excellent grasp of the English language and grammar, able to edit and write proficiently.
- Reliable vehicle for purchasing pickups (mileage is reimbursed).