



## Job Description: Administrative Assistant

### Position Summary:

Responsible for the ministry and functions related to general office work and oversight of administrative and other ministries. Support and serve the pastors of Horizons Church.

### Regular Duties:

- Work in the office Mon-Thurs, 9:00 a.m. till 5:00 p.m. and Friday, 9:00 a.m. till Noon
- Attend both Sunday services - typically from 8 a.m. - till 1 p.m.
- Required to attend Leadership and Fit Meetings and Special Events
- Perform general office work; order and maintain supplies for staff and church; church mailings; filing; errands
- Receptionist duties; exercise tact, courtesy and diplomacy in receiving and making calls
- Assist with maintaining and reporting from church database, including church membership, contribution records, etc.
- Responsible for writing, design and/or editing of church content and correspondence, including the weekly bulletin, E-news, PowerPoint's, etc.
- Coordinate accounts payable
- Manage church and facility calendar and scheduling
- Assist with church website content and maintain online calendar
- Organize and implement care ministry to church members
- Contact point for benevolence calls
- Maintain minutes and notify attendees of church and staff meetings; coordinate meeting refreshments
- Serve as Service Coordinator, responsible for oversight of the First Impressions Team (FIT) and overall look inside and outside the sanctuary, including Guest Reception, Information Desk, ushers area, etc.
  - Coordinate and finalize the Order of Service with pastors; send out to staff and ministry leaders in a weekly information email that addresses specific needs for the upcoming services, including:
    - Facilities Team: communicate priorities, request assistance in sanctuary needs (trash cleanup, staging)
    - Media Team: verify media flow
    - Usher Team: coordinate any special needs, offering and/or communion changes, handouts to the congregation
  - Check facility/stage for any issues
  - Communicate any issues to the pastors
  - Develop a team of coordinators
- Assist with the coordination of church events:
  - Activities (church dinners, picnics, servant evangelism events, etc.)
  - Ministry Events (baptisms, child dedications, classes)
  - Affiliated events (National Day of Prayer, Stafford County Ministerial Association events)
  - Special Services (Easter, Christmas productions, etc.)

## Focus 2011

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**Job Description: Administrative Assistant (continued)**

**Qualifications:**

**Education & Experience:**

- Minimum of 2 years working as Administrative Assistant/Secretary

**Gifts, Abilities, Skills:**

- Expert in MS Office Programs: Word, PowerPoint, Excel
- Computer/Technology proficient
  - Database experience
  - Web experience
- Able to multi-task and deal with diverse personalities
- Servant's heart
- People person
- Leadership qualities
- Strong detail and task focus
- Understand team ministry concept

**Salary:**

Low 30's

**Contact:**

Jay Hawpe, Co-Pastor  
540-288-0018  
jayh@horizonschurch.com

**Focus 2011**

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