

FLORADALE MENNONITE CHURCH INC.
Administrative Assistant Job Description
2017

1. Qualifications:
 - (a) Good organizational skills.
 - (b) High degree of clerical accuracy.
 - (c) Able to work both on a team and independently.
 - (d) Proficient computer skills including knowledge of all Microsoft Office software.

2. Ethical Standards:
 - (a) The Administrative Assistant is expected to respect and be supportive of Mennonite faith and practice.
 - (b) The Administrative Assistant is expected to accept and adhere to the Floradale Mennonite Church Safe Church Policy and to sign the Children's Ministries Registration Form.

3. Accountability and Support:
 - (a) The Administrative Assistant is accountable to the congregation through the Church Council.
 - (b) The Lead Pastor will supervise, mentor and support the Administrative Assistant.
 - (c) Staff Relations Committee is available to hear concerns, test perceptions and deal with conflicts involving staff.
 - (d) An Annual review will be completed by the Lead Pastor and Staff Relations Committee.

4. Duties and Responsibilities:
 - (a) Provide clerical and administrative support to all pastors, Music Ministry and Youth Workers.
 - (b) Prepare regularly scheduled Church bulletins and other bulletins as requested by a pastor.
 - (c) Prepare Church lists including but not limited to the Church Photo Directory.
 - (d) Notify appropriate committees and broader Church organizations regarding births, marriages and deaths.
 - (e) Maintain brochure table, bulletin boards, Church calendar, encouragements cards, mailboxes and Church publication subscriptions.
 - (f) Complete general office duties such as ordering supplies, photocopying, filing, picking up and sorting the mail.
 - (g) Create marketing material as requested by other staff or Church Council committee.
 - (h) Assist with event planning as requested by other staff or Church Council committee.
 - (i) Be the contact person and assist with technical and IT issues.
 - (j) Update Floradale Mennonite Church website weekly. This includes the Church calendar, Sunday service videos, newsletters, photos of Church activities etc.

5. Term and Remuneration:
 - (a) Permanent position. Fixed part time of sixteen hours per week.
 - (b) Hourly wage and training days will be negotiated annually.