

# Admin. Assistant – Communications & Finance

**Reports To:** Music & Administration Pastor

**Status:** Part-Time, Non-Exempt

## Position Summary

The Administrative Assistant – Communications & Finance provides administrative and technical support in the areas of church communications, event coordination, database management, and financial processing. This position helps ensure that communications are timely and effective, events are well coordinated, records are accurately maintained, and financial transactions are processed with precision and confidentiality.

## Essential Responsibilities

### Communications Support (50%)

- Manage communication projects from initial request through completion, establishing timelines and coordinating tasks to ensure all deadlines are met.
- Coordinate and schedule sermon, announcement, videos for weekly worship.
- Write and edit promotional copy for emails, text messages, website content, social media, and printed materials.
- Maintain website content, email communications, text messaging, social media, streaming platforms, and printed materials.
- Submit and track graphic design requests and coordinate printing/ordering of promotional materials.
- Prepare and distribute e-newsletters, weekly handouts, social media content, and other communication resources.
- Update digital signage and promotional displays throughout the church.

### Event and Ministry Coordination (15%)

- Process event requests and maintain the church calendar.
- Communicate event details and approvals to ministry leaders.
- Coordinate room setups, childcare, safety, registrations, and related logistics.
- Prepare weekly event reports for staff and ministry leaders.

### Database and Records Management (15%)

- Enter, update, and track data in Planning Center and related systems, including attendance, registrations, rosters, and membership information.
- Maintain guest, prospect, regular attender, and membership records.
- Manage forms, workflows, and communication lists across church systems.
- Generate reports to support ministry planning and analysis.

### **Financial and Accounting Support (15%)**

- Record online and in-person donations in Planning Center and Aplos.
- Prepare deposits and supporting documentation for weekly counting and processing.
- Process invoices, vouchers, reimbursements, and accounts payable.
- Assist with payroll preparation and maintenance of employee records.
- Reconcile supporting documentation for credit card statements.
- Process approved purchases and maintain financial filing systems.
- Assist with year-end file organization and records retention.
- Ability to maintain confidentiality and exercise sound judgement.

### **Ministry Support (5%)**

- Backup Receptionist by answering phone/door and assisting visitors.
- Other duties as assigned.

## **Qualifications**

- Personal faith in Jesus Christ and commitment to the mission and beliefs of the church.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills, including strong copywriting and editing abilities.
- Proficiency with Microsoft Office, Windows, and standard office technology.
- Experience with OneDrive, Planning Center, Aplos, Constant Contact, ClickUp, and similar platforms preferred.
- Ability to manage multiple priorities, multi-step projects, and maintain confidentiality.

## **Personal Characteristics**

- Servant-hearted and ministry-minded.
- Dependable, organized, and self-motivated.
- Friendly and welcoming.
- Flexible and adaptable.
- Team-oriented with a positive attitude.

## **Work Schedule**

This is a part-time position. Hours are flexible but preferred times/days are 10 AM – 4 PM, Monday - Thursday, with occasional flexibility required to support church events, meetings, and special services.