

TO ENGAGE IN RELATIONSHIPS WHERE CHRIST TRANSFORMS

Position Title	Ministry
Administrative Assistant	Administration

Ministry Position Description

Serve as primary liaison between church staff and the congregation, providing information, answering questions, and responding to requests. Provides support to our Lead Staff, assisting in daily office needs and managing general administrative activities. **Reports to:** Business Administrator

Responsibilities:

The responsibilities may include, but are not limited to, the following:

1. Be the public face and voice for those who visit or call Asbury, greeting them in a professional, friendly, and enthusiastic manner to uphold our ethic of welcoming unconditionally.
2. Responsible for church calendar maintenance.
3. Help manage church facilities, including door lock and temperature schedule, room reservations, facility usage requests, and fielding work orders.
4. Identify member needs and notify Pastors and staff.
5. Perform a variety of administrative duties, such as sending weekly ebulletin, generating flyers, spreadsheets, forms, and sorting and distributing incoming mail.
6. Keep an inventory of all supplies and place orders as needed.
7. Provide accurate information about church services and programs to current and prospective members.
8. Assist with new members (special programs and gifts) and special services (i.e. baptisms, dedications, funeral services, weddings, and other events).
9. Utilize our member database (Realm) and perform queries and reports as needed.
10. Provide administrative support to the Lead Staff with any duties as assigned.

Qualifications:

- At least 2 years of office administration experience preferred.
- Strong verbal, written, and interpersonal communication skills and exemplary grammar and spelling.
- Strong computer skills, including proficiency in Microsoft Office applications.
- A motivated self-starter with strong time-management abilities. Able to work quickly and independently, handling multiple projects at one time and meeting deadlines.
- Pride in being punctual, dependable, and trustworthy.
- Ability to take both initiative and direction while working enthusiastically with others as part of a team effort.
- Resourceful and must have strong ethical judgements.
- Support the mission and strategy of Asbury Church.
- Uphold Asbury's Safe Sanctuaries policy and **confidentiality policy**.

Hours: This is a full-time, non-exempt position that requires you to be in the office from 8:30am-4:30pm, Monday-Thursday; 8:30am-12:30pm, Friday.

Compensation: Salary is \$40,000 to \$50,000 depending on experience, education, and other qualifying credentials.

To apply: Please complete the [employee application](#) and return it along with your resume and cover letter to Krista Thornton, Business Administrator. You may email it to krista@asburyleigh.org.