

Danielsville Evangelical Church

Administrative Assistant

Professional Qualification

Experienced in general office procedures including typing, filing, data and record- keeping. Must be able to learn and use computer programs and software such as: Microsoft Word, MediaShout, PowerPoint, Church Management and other duties as assigned.

Personal Qualifications

- Must have a growing, intimate relationship with Jesus Christ. (Philippians 3:10)
- Must exemplify integrity of character consistent with Scripture in private life, family life and in public. (1 Timothy 3:1-7)
- Must have a genuine desire to fulfill the Great Commission. (Matthew 28:19-20)
- Must believe that the Bible is the inspired, inerrant Word of God and the only infallible book “profitable for doctrine, reproof, correction and training in righteousness that the man of God may be thoroughly equipped for every good work.” (2 Timothy 3:16-17)
- Must love people and desire to protect the unity and integrity of Danielsville Evangelical Church and its staff, being trustworthy and showing discretion in confidential matters.
- Must support the mission, purpose and values of Danielsville Evangelical Church. (Acts 2:42-47)
- Must show kindness, hospitality and respect to all church staff, members and the general public.

General Office Responsibilities

- Maintain the church membership roll and keep the church database up to date. This includes the various “tags” related to assigning stewards, families, life groups, etc.
- Answering the phones, checking email and returning correspondence.
- Handling incoming and outgoing mail including ordering/receiving supplies.

- Scheduling church activities and other facility use according to established facility use policies and procedures.
- Keeping the office calendar up to date and placing church related events (weekly and special activities) on the church website calendar.
- Assisting pastoral staff in making appointments and providing other basic administrative assistance in preparing for services, meetings, small group materials, events, etc.
- Assisting with the church website when needed and posting various announcements on church social media sites including website calendar.
- Preparing the bulletin for Sunday worship, communicating with the staff in regard to its design and the information contained within it.
- Relaying prayer needs/concerns to pastoral staff and the church congregation depending on the nature of the requests.
- Organizing guest cards for follow up through letters to guests, etc.
- Organize and schedule a Discover Danielsville Evangelical Church lunch twice yearly and prepare folders for the lunch.
- Prepare “WOW” and “JAM” curriculum for each session as directed by the children’s director.
- Assist in organizing “WOW,” “JAM” and Middle School Camps as directed by the Minister of Youth.
- Assist with documentation for Madison County Senior Banquet as directed by the Minister of Youth.
- Schedule the First Impressions Team for each week’s service.
- Maintain current background checks on all volunteers.
- Accept and coordinate Benevolence requests with the current chairperson of the Benevolence Team and members of the team.
- Maintain a clean and organized church office with a spirit of hospitality.

**While the secretary is not responsible for any financial bookkeeping, there is a need to assist the financial personnel in making copies and distributing the budget updates, keeping records of offerings and sending out year-end statements to members.

Hours and Benefits

- Office Hours are four hours per day Monday-Friday. This includes a lunch break of 20 minutes at church. If more time, or lunch off campus, is needed, the work day can be extended to get the four hours per day.
- Additional unpaid time off can be scheduled with the pastor who must approve substitute secretarial help.
- Reports to the Senior Pastor