

**Administrative Assistant
Salem Covenant Church
Job Description**

Reports to: Executive Assistant
Status: Part Time
FLSA: Non-Exempt

Position Summary: The Administrative Assistant will provide clerical support to the Pastoral Staff and ministry teams.

Essential Functions:

- Answer phones and greet visitors as needed.
- Assist with the preparation of mailings.
- Assist with maintenance of church data records.
- Assist with updating the monitors in the Narthex.
- Recruit Scripture readers for the Traditional Worship Service
- Assist with the prayer line and prayer e-mail.
- Provide worship support (PowerPoint and set up needs).

Other Responsibilities:

- Support Salem's mission, ministries, policies, and procedures
- Represent Christ's love and care in contacts and relationships with church members, co-workers, visitors, and the community beyond Salem.
- Function collaboratively with staff and ministry teams.
- Pursue continuing education as appropriate.

Minimum Qualifications:

- Deep commitment to Christ and the ministry of the church.
- Computer skills in word processing, spreadsheets, presentations, databases and publications.
- Warm, pleasant, and welcoming person both on the phone and in person.
- Strong organizational, communication, and clerical skills.
- Able to maintain confidences and protect privacy.

Core Competencies:

- **Spiritual and emotional maturity:** Loves Christ, the Church, and people wholeheartedly and well, and leads others to do so, too, by word, action, and example. Exhibits and nurtures a deep and growing spiritual life, emotional self-awareness and health, and strong, mutually supportive relationships at home, with friends, with colleagues, at church, and beyond.
- **Humble:** Exhibits humility, shares credit, quick to point out the contributions of others and slow to seek attention for his/her own, emphasizes team over self, and defines success collectively rather than individually. Humble team players neither think too highly of themselves nor too little; their focus isn't on themselves, but on helping the team, team members, and the church as a whole succeed in fulfilling God's call.
- **Hungry:** Continually seeking to learn, grow, and serve better, showing a manageable and sustainable commitment to doing the job well, eager to go above and beyond the minimum required to accomplish vision and goals. Willing and able to work autonomously and with others to pursue Salem's vision.
- **Smart:** Emotionally and relationally intelligent; skilled at being interpersonally aware, appropriate, and effective. Able to listen to the words and read the body language of people and groups, to consider the potential impact of his/her own words, body language, and actions, and to intentionally speak and act in ways that are most effective in helping all move forward in healthy, productive, positive ways.
- **Project Management:** Identifies the key objectives and scope of a proposed project; secures needed resources and project support; develops a realistic and thorough plan for achieving key objectives; communicates clearly with team members; implements action plans, identifies and resolves barriers and problems.