

HOPE CHAPEL POSITION DESCRIPTION
Administrative Assistant

Supervisor: Senior Pastor

General Description: A part-time position (30 hours/week) to provide support to the administrative and financial processes of the church as directed by the Senior Pastor. Anticipated hours are Monday through Friday, 8:30 -3:00 PM.

Specific Responsibilities: The following is a thorough but not exhaustive list of responsibilities:

Office administration:

- Order and maintain office supplies, oversee the proper working of the office equipment and train volunteers how to use the software and equipment
- Process incoming and outgoing mail correspondence
- Maintain the church and building use calendar and supply it to leadership as needed
- Provide basic assistance to the Financial Ministries of Hope Chapel such as entering invoices into accounts payable, mailing checks, making copies of financial statements, allocating credit card charges to appropriate accounts and other services as requested
- Provide administrative assistance to the Senior Pastor and other staff members as requested by the Senior Pastor
- Assist the Church Clerk in maintaining church records and membership lists
- Participate in church staff meetings and note/track discussions, decisions, and action items as directed by the Senior Pastor

Hope Chapel communications:

- Actively maintain the church's membership and visitors database as well as email distribution lists to enable timely, accurate outreach to groups within Hope's congregation
- Ensure the timely distribution of information on visitors and new members to the appropriate ministries
- Provide accurate data/reporting to the various ministries of the church as needed and requested
- Coordinate volunteers in the production and distribution of the weekly worship guide, e-newsletters, church directories, informational pieces, and other church publications

Congregation and community support:

- As the "front face" of Hope Chapel, respond to incoming questions, requests, and needs from multiple channels (in-person, telephone, email) with courtesy, kindness, and a strong service-orientation
- Maintain a reliable, consistent presence in the Hope Chapel office

- Serve as a knowledgeable resource to help individuals navigate the ministries and services of Hope Chapel.

Knowledge, Skills, and Abilities: To perform these job functions, the ideal candidate will possess:

- *A collaborative mindset.* They will be a team player who is energized by engaging multiple voices and perspectives in their work.
- *Humility.* They will approach their work with a servant's heart and an eagerness to support Hope Chapel's ministry.
- *Discretion.* They will steadfastly guard the confidence of church staff, congregation members, and other members of the Hope Chapel community.
- *A concierge mentality.* They will seek to meet peoples' needs in a friendly, helpful way, with a commitment to service and hospitality.
- *Professional maturity.* They will be able to navigate an office environment and uphold professional standards in their work style and ethic. They will be reliable and hold themselves accountable to high standards of quality and consistency in their work.
- *Compassion.* They will engage with Hope Chapel community members with empathy and kindness, showing God's love through their work and words.
- *Technical savvy.* They will be able to operate comfortably in standard software applications (including the MS suite) and able to learn new skills and tools to support the ministry of Hope Chapel.
- *Sufficient education and experience.* They will have completed their high school education (or equivalent) and demonstrated at least 1-2 years of work in a professional environment. Volunteer, hospitality, or other transferrable experience will be considered.

Hours

Application Process: To be considered for this role, please email your resume and a brief cover letter articulating your interest and qualifications to Senior Pastor Neal Davidson (neald@hopechapelsterling.org).