

Administrative Assistant

Reports to: Lead Minister
Workload: 20 hours/week

SUMMARY

The Administrative Assistant serves the members, ministry teams and programs of Westwood through communication, database management, worship service coordination, and assisting the Lead Minister in weekly tasks.

REQUIRED EXPERIENCE, KNOWLEDGE AND CAPABILITIES

- Shall be proficient with Microsoft office, especially Word, Excel, and Outlook.
- Shall be familiar with or able to learn quickly social media platforms including Facebook, Instagram, and YouTube
- Shall be organized and efficient in completing tasks
- Shall be humble and teachable
- Shall be committed to working for the unity of the Church across the world
- Shall be a team player

RESPONSIBILITIES

- Maintain the office with supplies and keep the office clean with regular cleaning
- Answer telephone calls and work with the Lead Minister to schedule meetings with those who call
- Organize and distribute curriculum for children's and youth Sunday School
- Maintain the church social media platforms.
- Assist with communication to the church and distribution of church-wide mailings
- Assist in preparing for Worship services, including bulletin preparation and slides for worship
- Assist in maintaining the church's database
- Assist in maintaining the website
- Other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE

- Previous administrative or secretarial work experience
- Previous work for a church setting