

Job Title:	Administrative Assistant	Job Category:	Administrative Staff
Level/Salary Range:	Based on experience	Position Type:	Part-Time
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Spiritual:</p> <ul style="list-style-type: none"> • Pray for the people of Trinity Evangelical Church and our surrounding communities. • Seek Jesus above all else and desire to reflect His character to others. <p>Administration:</p> <ul style="list-style-type: none"> • Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports. Accuracy and attention to detail is a must. • Keep accurate church records working in cooperation with the Trinity staff. • Make outgoing calls such as ordering materials or supplies; pick up supplies as needed for coffee/hospitality, diaconate, Alpha, Maintenance, banners, shirts, and Easter flowers. • Keep up to date on the church calendar and the plans of most events and ministries. • Represent Trinity for those looking to reserve the building (e.g. AA groups, Griefshare, etc.) • Prepare and maintain mailing lists and church roster. • Participate in staff meetings and retreats, when necessary. • Take staff meeting minutes. • Respond to all general emails within 2-3 business days. • Review and prioritizes phone calls, emails, and written correspondence. • Serve as a “gatekeeper” for the lead pastor while ensuring everyone with an inquiry is served in a friendly manner. • Fulfill the administrative needs of the Lead Pastor. • Keep church staff informed of member’s need such as deaths, illness and other crises. • Photocopy documents and assemble as needed for Membership class and Newcomers Lunch. • Coordinate details for dedications and baptisms. • Organize and communicate Wedding and Funeral details. • Manage linen order. • Manage resource book area. • Oversee Lost and Found area. <p>Media:</p> <ul style="list-style-type: none"> • Create programs for funerals and other special services. • Knowledge of and/or ability to learn our database system, Planning Center. • Experience with Microsoft Office. <p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Bachelor’s degree or relevant experience • Excellent communicator (both written and verbal) and innovative thinker. • Keen sense of organization. • Empathetic, caring telephone skills. • A working knowledge of standard office equipment (copiers, phone, computer, etc.). 			

- At least 2 years of experience in an administrative role.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- Basic computer skills.

ADDITIONAL NOTES

This is a part-time role. The position does require certain times in the building, but there are some tasks that can be performed at home.

Last Updated By:	Kirk Patterson	Date/Time:	March 31, 2026
Signature:			