

ADMINISTRATIVE ASSISTANT - Join the team of a progressive, LGBTQ+ affirming church committed to serving peace through justice in Bellingham and beyond. With 11 full and part-time staff, we have fun while working for good in the world. The position is a .50 FTE (20 hrs/wk) position with a hiring range of \$23.00 to \$25.00 per hour, DOE. Benefits include pro-rated sick leave, vacation and holiday pay. Visit www.fccb.net to learn more about us.

PURPOSE: The Administrative Assistant is a master multi-tasker with excellent communication skills and an upbeat attitude. They are able to assist staff, church members, and visitors by handling office tasks and providing polite, professional assistance via phone, mail, and e-mail.

The Administrative Assistant is also accurate. They are prepared and responsive, willing to meet each challenge directly. The Administrative Assistant is comfortable with computers, general office tasks, and excels at both verbal and written communication. The Administrative Assistant has a genuine desire to address the needs of others.

ACCOUNTABILITY: The Administrative Assistant reports to the Lead Pastor and is accountable to the Church Council through the Personnel Committee.

As Head of Staff the Lead Pastor will coordinate an Annual Performance Review inviting participation of staff and church members who work closely with the Administrative Assistant.

RESPONSIBILITIES:

1. Answer phone calls, respond to voicemail, monitor church doors during office hours, and support visitors. Ensure church voicemail greetings are accurate and up-to-date.
2. Provide administrative support to ensure efficient operation of the office, such as filing, copying, generating reports and presentations, setting up for meetings, and reordering supplies.
3. As directed, assist in the development and distribution of all communications to church members including newsletters, worship bulletins, general mailings, publications, posters, reports, brochures and other documents.
4. Maintain a current Administrative Assistant Desk Manual in which office processes and procedures are documented and updated in a timely manner.
5. Maintain a database of all members and friends of the congregation and visitors, generating and interpreting regular reports on attendance, providing reports and analysis of data on a periodic and ongoing basis to staff and lay leadership as may be requested.
6. Maintain recordkeeping systems for both print and digital documents and files; oversee the distribution of documents and files as may be requested by staff and congregation, per policy and procedure.
7. Develop a core group of office volunteers; train and schedule office volunteers.
8. In collaboration with Church Facility Manager, ensure operation of office equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
9. Maintain supply inventory (for office, worship, etc.) by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders (see desk manual).
10. Maintain church website, coordinating regular updates with various volunteers and staff.
11. Learn basic payroll to backup bookkeeper as needed.

First Congregational Church of Bellingham – JOB ANNOUNCEMENT

12. Facilitate background checks, per policy and procedure, as requested; may be required to assist with other HR activities, such as drafting Letters of Agreement, tracking continuing ed requirements, etc.
13. Other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Excellent working knowledge of Microsoft Office and Adobe Acrobat; demonstrated ability to learn new programs swiftly.
- Skilled and efficient multi-tasker.
- Excellent problem-solving, organization, writing/editing, and verbal communication skills.
- Good analytical/critical thinking, maturity, and leadership capability.
- A self-starter with a willingness to continue to learn and develop additional skills to grow personally and serve the role and the Church more effectively.
- This position requires utmost confidentiality in matters pertaining to personnel, church members and activities.

TERMS OF EMPLOYMENT:

- The Employee Policy Handbook contains detailed information on terms of employment.
- A Letter of Agreement for the position will specify the work hours and the compensation for the position.
- Hire is contingent on a successful background check (see Employee Handbook for details).

HOW TO APPLY: Send your resume AND cover letter addressing the qualifications listed above to: fccbsearch2021@gmail.com