

Position Title: Administrative Assistant

Employment Status: Part Time/24 Hours per week/Annual Salary

Salary: \$22K (starting); Established annually by the Shiloh Church Personnel Committee

FLSA: Non-Exempt

Updated: February 2025

Introduction:

The Administrative Assistant is responsible for ensuring the church office runs smoothly and efficiently, supporting the Shiloh Church (SC) leadership as well as the various ministries to this purpose.

Skills/Competencies/Qualifications:

- Organization: Effective management, organization, and prioritization of office functions as well as the workday/week/month for people, management and other stakeholders.
- Communication: Clearly conveying and receiving messages to meet the needs of all. This involves listening, interpreting and delivering verbal, non-verbal, written and electronic messages.
- Service Delivery: Understanding and meeting the needs of church staff and congregation.
- Technical: Ability to accurately and thoroughly utilize office technology, and to demonstrate practical knowledge of information management, e-mail management and privacy protection issues.
- Adaptability: Personal willingness and ability to adapt to change.
- Interpersonal: Working cooperatively and productively with others to achieve results.
- Agree with [Shiloh Church's Statement of Faith and Practices](#)

Key Duties and Responsibilities:

- Focal point for calls and visitors: Be the positive first impression and gateway of the church whether it is greeting those who call, stop by the office, or contact SC in some other way.
- Maintain an office calendar and (in cooperation with the rest of staff) be the touch point for church scheduling and planning.
- Provide secretarial support for the pastoral staff to include reports.
- Run the office by ensuring there are proper supplies and resources for administrative functions to occur. Establish procedures for successfully making the church run smoothly.
- Track membership and attendance (this is key for record keeping but especially) for us to grow and minister to our people.
- Coordinate and manage building rental/usage for special events.
- Coordinate volunteers in helping to fulfill the administrative and operations roles above.
- Assist other staff and volunteers to manage church-wide electronic information systems, including procurement of hardware/software, maintenance/upgrades, network security, telephones, fax machines, projectors and televisions; coordinates services as necessary; assists in developing guidelines to operate equipment; update phone menus, options, recordings, name, faceplates.
- Ensure mail distribution within church.
- Maintain important church lists/databases such as membership, new members, baptisms, confirmation, etc.
- Create electronic files for annual reports and SC conference paperwork.
- Maintain master administrative filing system (electronic/hard copy) for church/committee meeting minutes

Other Duties:

- Inform the custodian, trustees and set-up technician on day-to-day issues involving the care, repair and maintenance of the church.
- Assist the Personnel Committee with in-processing and on-boarding new employees.
- Safeguard the confidentiality of personnel file items for each employee to include background check information, form of receipt of the Employee Handbook and all required forms for payroll purposes.
- Obtain new employee and volunteer background checks and maintain records for our Safe Sanctuary policy.
- Assist and coordinate requests for Good Samaritan assistance.
- Manage facilities rentals.
- Oversee security key assignment and troubleshooting alarms.
- Oversee the purchasing or leasing of equipment.
- Other duties as assigned by the Directing Pastor or Personnel Committee.

Supervisory Controls:

The Administrative Assistant works under the direct supervision of the Directing Pastor. The Directing Pastor will assign work in keeping with the overall goals of SC ministries. The Administrative Assistant will seek to accomplish the work in a responsible and independent manner. The Administrative Assistant will keep the Directing Pastor informed of sensitive issues and the status of programs and staff. The Directing Pastor will review the work of the Administrative Assistant as it affects the overall quality of program accomplishment and will provide constructive guidance to the Administrative Assistant.

The SC Personnel Committee will serve as the personnel agency and will assist in work evaluation, recommend appropriate compensation and hear grievances.

To Apply:

A one-page resume, two letters of recommendation, and three total references are required.

- Visit <https://theshilohchurch.org/> to learn more about us.
- Email your resume, and two letters to timbugtwo@att.net, OR drop off at the Shiloh Church office.