



Chase Oaks Church
Job Description

Job Title: Administrative Assistant (Communications)
Reports To: Communications Director

SUMMARY:

Under supervision of the Communication Director, the Administrative Assistant is responsible to perform a variety of administrative staff support duties for the Communications Team.

CHASE OAKS ADMINISTRATIVE ASSISTANT

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

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| • Screen incoming calls and as appropriate, provide requested information, take messages or redirect inquiries. Make phone calls as requested. |
| • Generate and process correspondence, including mail, email, and faxes. |
| • Coordinate and prepare for meetings and events, room set-up, food, vehicles, etc |
| • Prepare expense reimbursements in Shelby and prepare deposits for ministry area. |
| • Maintain accurate and current records in Shelby and other databases. |
| • Establish, maintain and update filing system. |
| • Support Office Manager as needed (admin team, rotating phone duty, special projects, training, etc.). |
| • Attend required meetings. |
| • Performs miscellaneous job-related duties as assigned. |

ADMINISTRATIVE ASSISTANT TO COMMUNICATIONS

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following as well as those listed above:

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| • Maintain Communications Project Request forms—keep blank sheets available, and accept new requests from ministries. |
| • Input new project requests into the Production Task list for approval and scheduling by supervisor. |
| • Maintain Project Tracking Sheet on the network, as well as in printed form. |
| • Check, verify, approve/reject new web classified/yellow page requests. |
| • Proof flyer as “first set of eyes” each week. |
| • Prepare weekly Enews and make appropriate web updates accordingly |
| • Utilize social media tools (Facebook/Twitter) for the church to reinforce key messages and monitor the pulse of the church community |
| • Monitor print jobs sent to copiers/plotters as needed. |
| • Manage volunteer assistance for special bulk mailing projects and cutting projects. |
| • Pick up deliverables from vendors as needed. |
| • Transport deliverables from office to church as needed. |
| • Provide support for volunteer staff and interns as necessary and requested. |

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- o Requires the ability to multi-task and work independently in carrying out assignments to completion.
- o Must have excellent communication / customer service skills and be able to interface with Communications team and Chase Oaks staff.
- o Requires the ability to deal with non-routine matters, such as special projects.
- o Strong Organizational skills

EDUCATION and/or EXPERIENCE

Education: Minimum of high school diploma or equivalency; college degree preferred

Experience: Minimum 2+ years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to speak effectively and understandably on the phone. The ability to effectively present information and respond to common inquiries regarding Chase Oaks ministries is also required. High attention to customer service.

COMPUTER SKILLS

Strong working knowledge of Microsoft Office, Outlook calendaring, and email

Basic knowledge of Excel, PowerPoint; basic HTML and/or CMS experience preferred.

Comfortable working with social media tools such as Facebook, Twitter, blogs, etc.

Data Entry skill & experience

Familiarity with Databases

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form. High attention to detail.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.