



**SUMMER
STREET
CHURCH**

1 SUMMER STREET
NANTUCKET, MA 02554
508-228-4930
SUMMERSTREETCHURCH.ORG

Job Description: Administrative Assistant

Hours- Part-time

Summer Street Church is seeking an experienced Administrative Assistant to support its ministerial staff and Church office operations. This is a part-time hourly position, averaging 20 hours per week. The successful candidate will be self-motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and interpersonal skills. He/she must possess strong organizational skills, proficiency in office procedures and methods to ensure work flow, knowledge of office computers and software (Microsoft Office Suite required; desktop publishing, Facebook and web page skills a plus). This person must be able to multi-task, be flexible in their job routine, work as team member in a collaborative environment, and relate well to other church staff, congregants and visitors. See the following detailed position description for specific duties and required skills.

Interested candidates should submit a resume and cover letter. Applications will be accepted by mail or email at the addresses below until the position is filled. Resumes will be reviewed as received.

Mail to: Rev. Dr. Thomas Lengyel
Summer Street Church
4 Trotters Lane
Nantucket, MA 02554

Or email: ttlengyel.ssc@gmail.com

Function:

The individual in this position will provide administrative support in carrying out the operational responsibilities of the Church Office. This individual is also the primary administrative assistant for selected Church ministerial staff. The successful candidates will carry out these functions while providing a cheerful and organized atmosphere for all who enter or contact the Church, meeting the needs of staff, guests, volunteers, and congregants with care and discretion.

Duties:

Support for Ministerial Staff

- Provide administrative support for assigned members of the Ministerial staff including scheduling appointments, meeting and travel requirements, preparing and mailing

correspondence, emails, handling messages and incoming mail; preparing reports, presentations, etc.

Office/Clerical Support

- Serve as receptionist screening and routing of incoming calls and visitors to the Church; warmly greeting persons with a friendly, courteous and helpful attitude; providing pertinent and appropriate information to callers and/or visitors.
- Prepare and produce weekly church bulletins and other special service bulletins or programs.
- Schedule weekly Sunday morning service positions- reminding people of their upcoming duties i.e. communion, offering, etc.
- Maintain Church Calendar; including scheduling of ministry meetings/events and posting events on church website calendar; develop proficiency with Planning Center and SimpleChurch.
- Monitor and record employee Vacation Days and other benefits.
- Monitor and maintain office supplies.
- Check and distribute incoming mail.
- Prepare Disbursement and Deposit voucher requests.
- Deposit weekly tithe and manage regular expenses using Quickbooks (Bills, Pay Checks etc.)
- Assist ministry leaders as necessary with clerical, administrative or communication support.
- Attend ministry events when necessary.
- Attend Administrative Staff and Senior Staff meetings as required.
- Book weddings and reserve the sanctuary appropriately.
- Edit the Website when necessary.
- Complete and print weekly service schedules.
- Ensure the church is properly stocked with items such as nametags, pens etc.
- Complete other duties as assigned.

Special Skills:

Knowledge and Training - The Administrative Assistant should:

- Have experience in an Administrative Assistant position.
- Have strong clerical skills which include:
 - Proficiency in the Microsoft Office Suite programs (Word, Excel, Powerpoint, Outlook);
 - Proficiency with desktop publishing and social media including Facebook and/or web page design.
- Proficiency in Quickbooks
- Strong organizational skills; ability to multi-task and handle requests from multiple sources
- Have effective verbal, writing and editorial skills (proficient in English)
- Have a caring attitude, excellent people skills, high integrity and exercise strict discretion and confidentiality
- Have or quickly develop a working knowledge of Summer Street Church's organizational structure, ministries and protocols and Employee Handbook.

Level of Responsibility:

- The Administrative Assistant reports to the Senior Pastor and the Elder Board. The Church Administrator is responsible for fulfilling the overall objectives, work assignments, priorities and deadlines of their responsibility. As with all employees, this position will be subject to an annual review by their supervisor to ensure that the overall objectives are met. The person in this position uses initiative and discretion in interaction with staff, congregants and visitors. Because of the nature of the role, the Administrative Assistant must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality.

Level and Nature of Contacts:

The Administrative Assistant will have daily contact with the Senior Pastor, other staff ministers, and the Church congregation.

Scheduling:

This is a part-time hourly position averaging 12-15 hours per week. No benefits are offered with this position.

Nature of the Work:

The work involved in the position occurs primarily inside the Church offices (4 Trotters Lane) and is generally sedentary in nature. The Administrative Assistant must be able to comfortably carry small to medium sized boxes (up to 50 lbs) and maneuver within the facility which includes stairwells.

The selected applicant must successfully pass a background check as part of Summer Street Church Child Safety Protection Program.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.