



JOB DESCRIPTION FOR:

North Hills Administrative Assistant

Reports to: Senior Executive Pastor/CEO

Employment Status: Full-Time (FLSA non-exempt); at-will

PRINCIPAL FUNCTION:

The North Hills Administrative Assistant is a person who wholeheartedly supports the mission, values, marks, and vision of North Hills. The position is responsible for departmental calendars, shared building use, organizational communication (internal and external), and personnel data. The person works directly with the Senior Executive Pastor to help ensure effective and efficient administrative details are carried out by the three main ministries: the Congregation, K-12 School, and Preschool.

RESPONSIBILITIES:

Administrative:

- Update Google Master Calendar with Congregation, K-12 School (including the Athletic Department), Preschool, and other events paying attention to potential conflicts.
- Responsible for North Hills Public Content communication and update the Google Master Calendar accordingly.
- Maintain/update information on the church website.
- Responsible for weekly North Hills Employee Communication.
- Support the church clerk in the attending, recording, archiving, and disbursement of congregation business meeting minutes.
- Process congregational new members in Elexio, preparing baptism certificates (if applicable), and keep church member and attender information updated.
- Prepare outgoing mass phone messages, prayer chain calls, emails, or SMS texts as requested.
- Assist congregational ministry leaders/volunteers with printing and ordering resources, etc.
- Filing, copying, scanning; maintain a filing system for correspondence and documents.
- Seek ways to improve operations, processes, and best practices.
- Support the Senior Executive Pastor and complete tasks as assigned.

Human Resources:

- Direct the progress and completion of New Employee Checklists (including the action items for this position).
- Support the Business Office and perform certain personnel functions, in collaboration with the Management Team and department supervisors, such as arrange state/federal required training, input and update employee information in FACTS, and maintain personnel files.

Finance:

- Be an on-site check signer and open the safe as requested.

Facilities:

- Provide instructions for Maintenance Department Supervisor to ensure buildings and grounds are sufficiently prepared (set-up, cleaning, and other needs) for all ministries and organizational events.
- Schedule and coordinate all vendors (unless it is Maintenance Department-related) who come on campus.
- Document issuance and returning of keys, manage the master key box and K-12 School key box, and set-up/remove alarm code users.
- Update the phone system as needed; voicemail password reset, change name on phone, change name in directory, and date and time.

Information Technology:

- Work with the Management Team for the continual improvement of information systems.
 - Elexio, FACTS, Constant Contact, Google, social media accounts, etc.

ESSENTIAL FUNCTIONS:

A qualified individual must be able to perform the following essential functions that are check-marked with or without reasonable accommodation:

Function	Sedentary (minimum)	√	Semi-Sedentary	√	Moderate	√	Maximum Difficulty	√
Lifting	0-10 lbs.		10-20 lbs.	√	20-50 lbs.		50+ lbs.	
Pushing/pulling	0-20 lbs.	√	20-40 lbs.		40-60 lbs.		60+ lbs.	
Sitting	5+ hrs.	√	3-5 hrs.		1-3 hrs.		1 hr. or less	
Standing	1 hr. or less	√	1-3 hrs.		3-5 hrs.		5 hrs. or more	
Crawling- Stooping- Kneeling	1 hr. or less	√	1-3 hrs.		3-5 hrs.		5 hrs. or more	
Vision-viewing (Computer screen, reading, etc.).	5+ hrs.	√	3-5 hrs.		1-3 hrs.		1 hr. or less	
Keyboarding	5+ hrs.		3-5 hrs.	√	1-3 hrs.		1 hr. or less	

MINIMUM QUALIFICATIONS:

Education:

- High School Diploma or equivalent; a Bachelor’s Degree in Administration, Business, Communications, or related field is highly desirable.
- 1-2 years of experience in office setting or related field.

Skills, Knowledge, and Abilities:

- Effective and efficient administrative skills, paying attention to details.
- Ability to:
 - Communicate effectively: verbally, in writing, and using technology
 - Work well with others in a team-oriented environment
 - Establish and maintain healthy, cooperative relationships with staff, students, parents, volunteers, and others
 - Multi-task and prioritize
 - Proactively work with others to obtain information and meet deadlines
 - Work in a fast-paced environment
- Knowledge of:
 - North Hills policies and procedures
 - Organizational operations
- Technology:
 - Experience using Microsoft Office
 - Experience using Google
 - Experience in creating flyers, newsletters, postcards, etc. using publishing software
 - Graphic Arts Design preferred but not required
 - Experience using Social Media
 - Website Design preferred but not required