



## **Administrative Assistant**

### **Purpose**

To provide administrative assistance to the general operation of the office of Westlock Alliance Church.

### **Reporting Relationships:**

Reports to: Lead Pastor  
Partners with: Board of Elders; Pastoral Staff; General church attendees; the public

### **Core Responsibilities**

#### **Provide administrative support to Pastors as assigned**

- Assist in scheduling (when needed)
- Creative design (sermon series, promotional material, welcome packages, bulletins, etc)
- Assist in designing and compiling Annual Report
- Weekly Newsletter design
- Update Church directory as required

#### **Manage our online presence**

- Update website as needed (daily, weekly, monthly)
- Update social media platforms (Facebook, Instagram)

#### **General office duties**

- Answering Phones
- Creating an organized filing system
- Updating database system with current information
- Recording offering into database system
- Make bank deposits
- Maintaining records
- Scheduling building usage booking for various events and outside organizations

## **Purchasing**

- Office Supplies
- Janitorial Supplies
- Other items when requested

## **Miscellaneous**

- Ensure sanctuary is stocked with materials (offering envelopes, etc.)
- General cleanliness of ministry boards

## **Key Character Traits**

- Organization skills
- Team player
- Interpersonal communication skills
- Detail-oriented
- Positive, can-do attitude
- Flexible
- Ability to prioritize

## **Requirements**

- Ideally an active good-standing member or a committed attendee of Westlock Alliance Church.
- A demonstrative heart for Jesus and a desire to serve others.
- Knowledgeable with Microsoft Office, Social Media and Website design as well as a willingness to learn new additional programs.
- A commitment to confidentiality in information shared and received from members, attendees, pastors, and/or Board of Elders.
- Strong Interpersonal relations with good communication skills (both oral and written).
- Ability to use independent judgment and initiative in making sound decisions and in developing solutions to problems.

## **Hours:**

- Monday to Thursday, 9AM – 4PM; some flexibility may be negotiated based upon the schedule needs of the office.