Broadmoor Community Church, UCC
Position Description

Title: Administrative Assistant

Status: Non-exempt; 24 Hours per Week (Suggest 9:00 am to 3:00 pm)

Reports To: Sr. Pastor and Business Manager

Position Summary: Provides general office administration and accounting assistance, database administration, and clerical/telephone assistance.

Hourly Pay: $15 - $17.50

Essential Functions:
● Manages the front office by providing a welcoming office and phone presence for members and visitors; ordering supplies as needed; maintaining the postage meter; printing timesheets & event calendars; and aiding congregants in staying connected through online apps .
● Collects & sorts mail including getting proper payment approval on invoices.
● Provides communication support by creating publications and media (newsletter, bulletin, announcements, posters, website updates, social media, advertising, etc) and aiding members with technology through online applications (Shelby directory, Ministry One, etc).
● Assists with proofing and printing of publications.
● Maintains spreadsheet showing vendors & amounts due/paid
● Schedules facility rentals, collects fees, and maintains the documentation for approved facilities rental requests.
● Schedules weddings and memorial services with ministers and coordinators & collects/documents fees.
● Assists with accounting input and reports for Broadmoor Community Church, the Meditation Glen, and the BCC Foundation(donor contribution input, distribute contribution statements quarterly, check writing and documentation, filing, remote deposit, report compilation and distribution.)
● Assists with check requests and credit card reconciliations.
● Maintains data for the Meditation Glen, assisting families in consultation and purchase of plots and plaques.
● Maintains church calendaring of programs and meetings; and collects and organizes Board/Committee minutes.
● Procures, creates & disseminates BCC Annual Reports
● Prepares and submits Rocky Mountain Conference , UCC end of year reports.
● Maintains congregational data (membership, baptisms, confirmations, deaths,weddings, etc.) in the Shelby database; records worship and small group attendance; & generates reports on visitor information, prayer requests, etc.
● Creates registration and other forms (hard copy & online)
● Provides administrative support for programs of the church as directed or approved by senior staff.

Knowledge, Skills, and Abilities:
- Excellent communication skills, both verbal and written, online and hard copy.
- Understanding and effective use of operating systems (Google Chrome and Google Apps, Shelby, Chrome user accounts, Gmail, MailChimp, WordPress etc.).
- Degree or certificate from a recognized educational institution and/or working experience in office administration .
- Excellent organizational skills.
- Experience/proficiency in writing, typing, copying, telephone manners, basic accounting/bookkeeping, database input and reporting.
- Other skills as needed to fulfil essential functions.
- Knowledge & experience with the workings of a church.

Effective Date: 7/20/2021
Approved by Personnel Committee: 7/20/2021