Unity of Washington, DC

Administrative Assistant (Full Time)
Job Description

General Description: The Administrative Assistant serves the ministry in fulfillment of the mission of Unity of Washington, DC in providing excellent Sunday worship services, classes, special events, programs, and working with volunteers. These duties include but are not limited to: general administrative and office management, general website management, generating written content for announcements, clerical, project based work, database maintenance, office supply purchasing, filing, recordkeeping, receives visitors/vendors/contractors, and answers/directs calls and emails. This position involves detailed work with a high need for accuracy and timeliness.

Salary Range: $45,000-$55,000 annually
Hours: 9:00am to 5:00pm (Monday-Friday)   Monday's (Remote)
Possibility of Sundays and additional hours as determined by the Senior Minister or designee

To Apply: Send resume via email (In the subject line type: Admin. Assist. Resume) to
Unitydc8@verizon.net

This position will remain open until it is filled.

Duties and Responsibilities:
- Answer multiple phone lines and direct callers to appropriate staff person, take and relay phone and email messages
- Maintain staff phone extension list
- Answer questions about church events
- Ensure all visitors are checked in and announced to the staff prior to entering the facility
- Ensure reception area is orderly, clean and inviting
- Assists in all phases of administrative duties as necessary including word processing and secretarial support when requested
- Maintain adequate inventory of office supplies, ordering and distributing as needed
- Maintain general filing system (paper and digital)
- Sort, distribute, coordinate, and date all mail and parcel flow in and out of the office
- Creates and duplicates bulletins for Sunday and all other services
- Prepare script/verbal announcements for Sunday Worship Leader and all other services
- Call and email necessary volunteers (i.e. Tellers, Ministerial Support, Song Leader) for Sunday and all other services to verify availability prior to event/program
- Assist AV/Media Coordinator as necessary with advertisement materials, posters, flyers, booklets, signs, etc.
- Set-up sanctuary for all services and events; check and clear pulpit of any debris, check usher table, ensure a current *Daily Word* is on the pulpit, check Christ candle, etc.

- Prepare visitor packages and new member packages/materials for distribution
- Ensure administrative needs are met for classes, workshops, concerts, special services, and other events
- Restock pews and tables in the rear of the Sanctuary with appropriate materials (i.e., prayer request forms, spiritual counseling requests, offering envelopes, Unity 21 Club cards, visitor cards, pencils, etc.)
- Restock complimentary literature tables and display stands
- Schedule use of conference/meeting rooms
- Order office supplies on a regular basis
- Plan, order, organize any materials needed for meetings and events
- Coordinate the maintenance and repair of office equipment
- Utilize ecommerce system to process, pack and ship online orders
- Assist with the development and monitoring of an operational calendar for the year; complete with due dates and tasks needed for each activity
- Check offering receptacles the day after a service or event for any residual checks or cash and handle as appropriate
- Assist with reconciliation of all monetary donations/offerings with Business Manager
- Generate and distribute/mail yearly church contribution report to members
- Generate and monitor all web-based digital forms
- Maintain roster of church membership (members and regular attendees)
  - Input personal data into "Red Book"
  - Input information into electronic records (i.e., Servant Keeper database)
  - Prepare rolodex card for each congregant
  - Keep profile data accurate (i.e., new attendees, address changes; returned mail)
  - Keep current mailing list
  - Prepare and ensure mailing of visitor letters for Senior Minister
  - Update visitors to regular attendee status based on contributions formula
- Assist and support simple website updates
- Back-up all data files weekly
- Participate in weekly staff meetings
- Assist/Guide Church Sexton/Maintenance staff with the set-up of Fellowship Hall, Fillmore Hall, and designated meeting rooms as needed for workshops and other events
- Run occasional errands as requested by Senior Minister and Chief Operations Officer
- Schedule and train weekday office volunteers
- And other duties as assigned

Personal Qualifications:
- Understands and enthusiastically supports the goals of the church and is able to articulate the vision, mission and values of the organization
- Is positive, energetic, personable, trustworthy, and respectful to co-workers, congregants, and guests
- Possesses cultural awareness and sensitivity working with diverse populations
- Has integrity, good people skills, is teachable, creative, cooperative and a self-starter

- Demonstrates sound work ethics, work as part of a team, and able to maintain confidentiality on all matters involving the church (i.e., congregant issues and church business)
- Possesses strong attention to details
- Balances details and order with flexibility
- Conscious of the need for confidentiality of church business
- Handles multiple tasks simultaneously in a busy environment
- Familiarity with church or non-profit work preferred

Required Experience:
- At least two years prior experience and demonstrable knowledge of office administration
- Type 45 net words per minute
- Analytical problem solving and decision making skills
- Effective verbal and listening skills
- Very strong attention to detail
- Time management
- Basic bookkeeping
- Proficient in designing bulletins, flyers, posters, and special programs
- Strong computer skills, including all Microsoft applications such as Word, Excel, Outlook, PowerPoint and Publisher
- Operational knowledge of office machines (printer, fax, etc.)
- Operational knowledge of social media -- including Facebook, Twitter, and YouTube
- Basic website updating skills