

## **Administrative Assistant**

Ministry Description  
Covenant Congregational Church  
204 Center Street, North Easton, MA 02356  
(508) 238-6423  
www.ecovchurch.org

**Position Summary:** To provide secretarial and administrative support services for the Pastoral Staff, Ministry Staff and Church Council.

### **Core Responsibilities:**

1. Ambassador
  - a. Consistently demonstrate the values and contribute to the mission of Covenant Congregational Church which reads: "To connect the generations to Christ, to Grow in our love for His Church, and to Serve God in the greater Community."
  - b. Display a welcoming and hospitable presence in personal, verbal, and written communications and interactions within the church and broader community of Easton
  
2. Office Duties
  - a. During office hours: welcome visitors, answer phones, sort mail, and perform regular office duties as needed
  - b. Recommend and initiate improvements to the general office operations, policies, and procedures to improve organizational efficiency and effectiveness
  - c. Build and maintain the member and visitor database, making necessary updates, creating reports, and coordinating disbursement as needed
  - d. Provide administrative support to the Director of Music Ministries
  - e. Provide administrative support to the Church Council
  - f. Provide data entry support to the Church Treasurer
  
3. Public Relations/Marketing
  - a. Coordinate the creation, preparation, and production of various church publications (weekly bulletin, email blasts, monthly newsletter, Annual Church Report, etc.)
  - b. Manage information updates for the church website (webmaster support available for technical work) and social media accounts of the church
  - c. Initiate and respond to calls, emails, and social media inquires as needed
  - d. Initiate public relations/press releases to area media outlets as needed
  
4. Facilities Management
  - a. Coordinate building security (opening and locking up) during business hours
  - b. Create and maintain a building usage schedule/calendar
  - c. Receive, document, and track building usage contracts and payments
  - d. Coordinate administrative support for weddings, funerals, and other special events as needed
  - e. Coordinate room set up and special equipment needs with Custodian for various events
  - f. Manage and donate (when necessary) the Lost and Found items of the church

**Accountability:**

1. The Administrative Assistant will meet weekly with the Pastor to coordinate ministry initiatives
2. The Administrative Assistant will meet periodically with the Pastor and other staff to review and coordinate ministry initiatives
3. The Pastor and a subcommittee of the Church Council will review the position when necessary
4. At the arrival of a new Pastor, the core responsibilities may be revised depending on the new Pastor's needs and preferences.

**Qualifications and Abilities**

1. Willing to grow in personal/interpersonal, administrative, and emotionally healthy spirituality knowledge and skills
2. Proficient in the use of technology to accomplish administrative work (Current software includes Microsoft Office Products and Servant Keeper)
3. Positive, self-starter, attentive to details, effective time-management, planning, and follow through skills
4. Skilled in written and verbal communication in English
5. Ability to supervise others when required
6. Valid Driver's License required and CORI check perform before hire

**Compensation**

1. The Administrative Assistant is expected to work 20 hours per week during the school year and 12 hours per week during the summer. Current office hours are 10 a.m.-2 p.m. Monday through Friday with the pastor providing support during times the Administrative Assistant is not working. (Some flexibility depending on the candidate.)  
1 week paid vacation annually, available after 6 months.  
Accrued paid medical leave, 1 hr per 30 logged work hours.
2. The starting hourly reimbursement rate for this position is \$16.50. Experience will be considered.

Interested applicants please submit a resume and cover letter to Rev. Dr. Devyn Chambers Johnson. [pastordevyn@ecovchurch.org](mailto:pastordevyn@ecovchurch.org). First round of applicants will be reviewed July 6 2022. Anticipated start date mid-August.

**Approved by the Church Council: June 2022**