

**Montgomery Community Church
Position Description**

Title: Operations Administrative Assistant

Classification: Part-Time, Non-Exempt, Up to 24 hrs/wk

Benefits: As indicated in the Employee Handbook

Purpose: The purpose of this position is to provide organized and efficient administrative support to church leadership and staff, ensuring smooth operations and effective communication.

Responsibilities:

- 1) Perform general administrative responsibilities including ordering supplies, scheduling resources for meetings, calendar management, processing deposits, reconciling credit card statements, and updating spreadsheets.
- 2) Process new hire background checks and renewals through Verified First.
- 3) Coordinate all aspects of bi-monthly staff meetings including catering, materials, resources, set-up and cleanup.
- 4) Provide administrative support to the Lead Pastor, Executive Pastor, HR Assistant Director and MCC Elders as needed.
- 5) Collect and manage church metrics using Microsoft Excel.
- 6) Maintain confidentiality in all aspects of handling sensitive congregant, staff, and church information.

Qualifications:

- 1) Five years of administrative assistant or comparable experience required.
- 2) Education minimum of an associate degree preferred.
- 3) Experience with eSpace, Blackbaud, Realm and Verified First preferred.
- 4) Proficient in Microsoft applications (Office 365, Outlook, One Drive, Word, Excel, Powerpoint, etc.).
- 5) Attendee with knowledge of Montgomery Community Church is preferred.
- 6) Highly developed organizational skills, follow-through, and detail oriented.
- 7) Good written and oral communication skills.
- 8) Ability to learn new software and platforms.

Spiritual Gifts:

- 1) Administration
- 2) Service

Reports to: HR Assistant Director