



Job Title: Administrative Assistant

Classification: Part Time

Reports to: Senior Pastor or Associate Pastor

Schedule: See Work Requirements Below

If you are interested in the job, please send your resume and cover letter to rmetheny@meridianstreet.org

Job Summary:

The Administrative Assistant will be responsible for various tasks related to worship preparation, communication, and audio-visual support. The ideal candidate for this role would be organized with strong interpersonal skills.

Primary Responsibilities:

Worship Preparation

- **Bulletins and Scripts:** Prepare and distribute Sunday worship bulletins, including prayer cards and inserts; prepare funeral bulletins as needed; email worship scripts for livestream services.
- **Slides and Audio:** Create worship slides for livestream services; edit and upload sermon audio files and video codes to the website.
- **Website and Livestream:** Update the church website, manage livestream reports and scheduling, upload bulletins and newsletters to the livestream, and utilize the Welcome Center monitor for announcements.
- **Archives and AV Support:** Maintain audio archives of worship services, act as the AV contact for meetings and special services, and communicates sound and livestream needs for worship, weddings, and funerals.

Weekly Communications

- **Email and Print:** Prepare and distribute the Meridian Street Weekly email; print and distribute physical copies of The Weekly; mail copies to any member without computer access.
- **Constant Contact:** Edit and schedule the weekly Worship Reminder.

Weekly Administrative Responsibilities

- Receive visitors to office and respond to needs.
- Compose letters as required or requested.

You are loved and welcome here. You can serve and lead here. You can love and marry here.

- Manage general email box and general voice message for church and respond, redirect, or flag/print for action as appropriate.
- Maintain an understanding and operation of office equipment including network printer/copier, folding machine, jogger, and postage machine. Responsible for cleaning and maintenance of equipment.
- Utilize church management software to maintain all membership records.
- Manage and keep an up-to-date master calendar of events for all church activities.
- Maintain calendars, brochure racks, name tag racks, and posters throughout the building as needed.
- Maintain files of all church boards and committee minutes and agendas in an electric format.
- Maintain records of baptisms, dedications, weddings, membership, and visitor attendance.
- Maintain inventory of office supplies and reorder as needed.
- Recruit and schedule volunteers for church events, Sunday coffee hosts, communion stewards, and liturgists.
- Manage building rentals, including key fob distribution/management, building scheduler, and fees.
- Attend staff meetings.
- Additional responsibilities and duties as directed by Pastor.

Required Qualifications:

- Excellent attention to detail
- Verbal and writing skills and the ability to follow the Meridian Street Style Guide for all written communication
- Friendly demeanor
- Able to work in a team
- Skilled with computer programs including Word, Outlook and Excel
- Excellent organizational skills
- A high degree of professionalism
- Ability to maintain confidentiality in all matters

Additional Preferences:

- None

Work Requirements:

- Work Schedule: Part-time up to 30 hours a week. A hybrid remote and onsite schedule is possible. \$18-\$20 an hour, depending on experience and qualifications.
- Continuing employment is subject to satisfactory job performance as determined by the senior pastor in conjunction with SPRC and continued funding.
- Willingness to submit to a background check and/or drug screen.
- Terms of employment are subject to the employee handbook and senior pastor.
- This position of employment is “at will” as defined by SPRC. As such it may be ended by either party, at any time, for any reason or for no stated reason.

You are loved and welcome here. You can serve and lead here. You can love and marry here.