

The Orchard Evangelical Free Church  
Job Description

JOB TITLE: Administrative Assistant – Northfield (Part Time 20 Hours)

REPORTS TO: Campus Pastor

PURPOSE: The purpose of this position is to provide administrative support to the campus pastor and possibly other members of staff during special projects or needed coverage

RESPONSIBILITIES

- Provide professional communications in written, verbal, and electronic mail format to support the overall ministry activities as assigned by the pastor
- Perform tasks necessary to compile and distribute mailings and communication to selected groups
- To be proficient with computer system software such as the database program (along with other modules) to complete specific projects or tasks
- Assist staff pastors with coordination of details for events, including creation/management of documents, spreadsheets, databases, planning and communication
- Liaison well with lay leaders, volunteers, and staff members as needed
- Assist with purchasing and expenses within the financial plan for ministry
- Utilize Microsoft Office suite of software applications to produce spreadsheets, documents, publications and emails.
- Schedule meetings, take meeting minutes, and make necessary calls for campus ministry activities
- Perform campus phone and/or front desk receptionist duties as needed
- Assist with administrative tasks as related to events throughout the church year
- Act as the liaison between The Orchard and Christian Heritage Academy to address facilities and scheduling issues related to ministry needs
- Perform other duties as assigned by the campus pastor

QUALIFICATIONS

- Detail orientated to provide quality work and complete assigned tasks accurately
- Ability to handle multiple tasks within projects and assignments regardless of interruptions
- Ability to organize, analyze, and execute tasks in a timely manner
- Exercise discretion and good judgment in personal contacts
- Interpersonal skills with ability to communicate effectively with management and volunteers
- Demonstrate professionalism through appearance, attitude, and loyalty
- Self motivated and able to initiate projects and work independently
- Computer literate in order to complete necessary tasks within software applications
- Positive and supportive attitude

To apply for this position, call Beth Acosta, HR Director, at 224.764.4082 or send your cover letter and resume to [bacosta@theorchardefc.org](mailto:bacosta@theorchardefc.org).

