



Administrative Support Assistant

Reports To: Administrative Support Manager
Prepared by: Human Resources

FLSA Status: Non-Exempt
Date: February 2022

SUMMARY:

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Administrative Support Assistant**. Our church has over 10,000 members and continues to grow “Building Disciples to Win the World for Christ.” ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, and resourceful and are dedicated to working to fulfill our mission.

This is a full-time position at the Alfred Street Baptist Church (ASBC) located in Alexandria, Virginia. The incumbent is under the day-to-day supervision of the Administrative Support Manager and is responsible for providing administrative support to ministries and departments at Alfred Street Baptist Church. Support largely includes answering phones, typical office duties, organizing and coordinating meetings, and additional projects/duties as assigned. This position has high level visibility with multiple departments, so excellent communication skills and a customer service focus are important.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides administrative support to ASBC staff and ministries including email correspondence, and generation and distribution of memos, letters, spreadsheets, forms, and faxes.
- Answering and monitoring incoming calls in a pleasant, professional, and courteous manner.
- Basic document related administrative duties, such as scanning, copying, printing, filing documents.
- Provide front desk coverage, including managing a busy, multi-line phone system, greeting guests who enter the office, managing incoming/outgoing mail and shipments, and maintaining an organized, clean office environment.
- Assist with preparing condolence responses on behalf of the church, including letters, ordering floral arrangements and other acts of kindness.
- Coordinate central office supply inventory, assist with distribution of supplies and ministry storage items.
- Point of contact for general ASBC information related to events, schedules, and weekly services.

- Copiers and fax machines - ensure all are in working order and supplied with appropriate paper; assist staff and ministries in providing administrative support as requested, such as photocopying, preparing packets, mailings, assembling booklets, certificates and programs.
- Performs related administrative tasks and special projects as assigned.

MINIMUM REQUIREMENTS:

- Proficient use of current office and communication technology including Microsoft Office Suite, visitor management systems and database knowledge.
- Must be well versed and comfortable using collaborative tools and applications.
- Previous experience at a church or non-profit organization preferred.
- Available to work Tuesday through Sunday to support a rotating weekend schedule.

CORE COMPETENCIES REQUIRED:

- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Attention to Detail:** Consistently attends to the many small pieces, which must be assembled into an organization as a whole; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Communication** - the ability to listen to others objectively, paraphrase the content of the message, speak effectively, use various forms of written communication through written reports, etc.
- **Planning and Organization** - the ability to identify alternative courses of action, accommodate multiple demands and requests, prioritize, establish goals and follow through on fulfilling these goals, manage time effectively, and predict future trends and patterns.
- **Critical Thinking Skills** - the ability to identify quickly and accurately the critical issues when making a decision or solving a problem, identify problems and needs, identify information sources appropriate to a problem or need, and formulate questions to clarify a problem.

EDUCATION, CERTIFICATIONS AND LICENSES:

- High school diploma required; Bachelor's degree is preferred.
- 1-3 years of office administration experience, or equivalent combination of education and experience.

As a condition of employment, all employees hired after October 1, 2021 are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination.

APPLICATION PROCESS

Qualified candidates should submit a cover letter, resume, and list of three references using our online application system.