

**Job Description:**

Administrative Assistant

Hourly Rate: \$18-\$20/hr.

**Summary:**

Manna Church Stafford launched on Feb 27, 2022, and currently maintains an average weekly attendance of 110, with an active roster of around 300. Manna church seeks to equip disciples to love God, love others and love the world. To move forward with that mission, Manna Church Stafford is adding staff positions. Our Administrator position will perform office functions, church communication, support the staff and serve team members, to keep all ministries organized and functioning well. The role also includes specified functions for assisting our lead pastor and operations lead.

**RESPONSIBILITIES** (include, but are not limited to, the following)

*GENERAL*

- Attend church events, be active in a small group, and be a faithful member.
- Work closely with others to further the vision and mission of the church.
- Participate in weekly staff meetings, monthly finance meetings, the annual members' meeting, and other special meetings, preparing agendas and recording minutes as directed. Maintain a file with all meeting minutes.

*ADMINISTRATION*

- Manage and distribute the church calendar, seeing to it that all events and meetings are included. Coordinate building usage requests.
- Maintain an accurate database of members, visitors, and former members.
- Help coordinate church functions (funerals, weddings, meal trains, and other activities).

*COMMUNICATION*

- Answer emails, phone calls, and other communication received by the church.
- Send emails, write letters, and make phone calls on behalf of the church.
- Provide up-to-date info regarding upcoming events and announcements (e.g., printed materials, email newsletters, electronic sign, website, social media).

*FINANCE*

- Weekly: Collect, record, and deposit all monetary offerings. Create a simplified financial summary.
- Run payroll (bi-weekly).
- Make deposits weekly (if necessary) from Sunday giving.



**MANNACHURCH**

STAFFORD/QUANTICO

*MINISTRY SUPPORT*

- Provide general ministry support to church leadership. Listed below.
- Manna Kids (copies, materials, etc.)
- Worship Experience (sermon notes for display, etc.)
- Outreach Events (make connections, purchase supplies, execute events)
- Lead Pastor (calendar, contacts)
- Operations Lead (materials, calendar, meeting coordination)
- First Impressions (inventory, materials, etc.)