



REVS. BRANDON & STEPHANIE SMITH
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LAFAYETTE, IN 47905
PHONE: 765-838-3971
WWW.HEARTLANDLAFAYETTE.ORG

JOB SUMMARY

Job Title: Administrative Assistant

The Ideal Candidate will be experienced in handling a wide range of administrative tasks and will be able to work independently with little supervision. This person will be hospitable, well-organized, technologically literate, and financially proficient.

ROLES & RESPONSIBILITIES

Secretarial

- **Receptionist:** Greet visitors, manage office traffic, answer and direct phone calls.
- **Bulletin:** Update and print weekly bulletin and worship materials.
- **Newsletter:** Compile, edit, and design church newsletter (about 8x/year).
- **Correspondence:** Receive, produce, and distribute mail and e-mail. Work with pastors to update Prayer Chain.
- **Church Records:** Maintain congregational and denominational records, including online church directory.

Administrative

- **Office Maintenance:** Order office supplies and ensure everything works properly.
- **Communication and Marketing:** Share church events and programs with staff, members, and guests by means of weekly e-bulletin, Facebook page, website, and signage.
- **Scheduling:** Update church calendar, schedule requests for facility usage, and coordinate with relevant team members.
- **Church Nursery:** Coordinate paid and volunteer attendant for Sunday worship service and special events.
- **Facility Maintenance:** Communicate facility issues with custodian and Property Team. Maintain all records for IDEM and required water testing.
- **Insurance:** Maintain records and oversee training required to retain insurance coverages.
- **Employment & Volunteer Verification:** Coordinate required pre-employment screening of all staff and volunteers, including drug and criminal background check.
- **Support Staff:** Assist Child Care Director and ministers, as necessary.

Book Keeping

- Oversee all funds including payroll distribution, ministry reimbursements, accounts receivable/payable, account reconciliations, etc. Requires attendance at monthly Deacons' meeting.
- Generate reports to the leadership board of the church (monthly, quarterly, and yearly).
- Ensure IRS and Government Non-Profit compliance by filing necessary reports.
- Maintain open and clear communication with accountants and send required information in a timely manner.

QUALIFICATIONS & SKILLS

- Excellent time management skills and ability to multi-task and prioritize work
- Strong written and verbal communication skills
- Commitment to the mission, vision, and core values of Heartland Community Church (see <http://www.heartlandlafayette.org/about.html>).
- Creative in working with pastoral staff to improve the ministry of the church
- Capable of handling confidential information with tact, discretion, and diplomacy
- Proficient with all Microsoft Office programs and financial software

ADDITIONAL INFORMATION

- Expected to average 25 hours/week at a competitive hourly rate
- Annual performance review will be conducted.

To apply, please send a resume and cover letter describing your interest in the position to info@heartlandlafayette.org.