



## **OVERVIEW**

We are seeking an Administrative Assistant to support the daily operations of WCC. This role involves a variety of administrative tasks, including data entry, visitor engagement, phone and mail handling, and assisting with attendance tracking. The ideal candidate will have strong organizational skills, excellent communication abilities, and a welcoming demeanor to greet guests and manage inquiries.

## **RESPONSIBILITIES**

Duties and responsibilities of this position include but are not limited to the following.

### **CONNECTION CARD MANAGEMENT**

- Place connection cards in chairs or schedule volunteers to do so
- Process data entry and update attendance records

### **ATTENDANCE & DATA TRACKING**

- Track auditorium attendance
- Maintain Bible study and student attendance records
- Run and save the weekly children's room roster and attendance summary

### **VISITOR ENGAGEMENT**

- Prepare and organize visitor bags and stock first-time visitor gifts
- Create a weekly address list for distribution

### **COMMUNICATION**

- Answer phones and greet guests
- Screen and block sales calls and manage inquiries
- Route phone calls to appropriate staff, including WCP
- Retrieve, prepare, and distribute incoming and outgoing mail
- Scan and route mail to appropriate recipients as needed

## **QUALIFICATIONS**

- Strong organizational and multitasking skills
- Attention to detail and accuracy in data entry
- Friendly and professional communication skills
- Ability to handle confidential information with discretion
- Proficiency in basic computer applications (e.g., Microsoft Office, Google Suite, database, etc.)
- Previous administrative experience required

## **SCHEDULE & COMPENSATION**

- **Hours:** 16 hours per week
- **Schedule:** Mon. 8:30am-3:30pm, Wed. 8:30am-1pm, either Tues. or Thurs. 8:30am-1pm
- **Compensation:** Based on experience and discussed upon hiring.