

## **WINDSOR VILLAGE CHURCH JOB DESCRIPTION**

**Job Title:** Administrative Assistant  
**Reports to:** Administration  
**FLSA Status:** Non-Exempt/ Part-Time (20 hours/week)  
**Team:** Administrative Team  
**Pay Range:** Commensurate with Experience

**A. General Summary and Purpose**

Performs complex clerical and administrative support duties for various departments and teams. Duties may include answering phones, routing callers to the appropriate department; organizing and maintaining filing and recordkeeping systems; scheduling events via management system; assisting with event set-up; and researching and preparing reports.

**B. Responsibilities/Major Job Duties**

- **Answer phones, route callers to the appropriate department, complete necessary intake forms, etc.**
- Enter data into excel worksheets and management system.
- Maintain electronic filing system.
- Assist with event set-up.
- Schedule room requests and resources via the resource scheduling system.
- Attend meetings, as needed.
- Keep abreast of Windsor Village Church related events.
- Type and file documents.
- Perform other duties as assigned.

**C. Knowledge Required and Personal Qualifications**

- Minimum one year experience in a clerical or administrative position.
- Proficiency with MS Office desired.
- Must possess analytical, strong oral, written, and communication skills.
- Strong organizational skills with the ability to assist with multiple projects and tasks, desired.

**D. Contacts Within/Outside of the Church**

Daily contact with staff and management of Windsor Village Church, The Kingdom Builders' Center, and other separate corporations founded by the Church.

- E. Keys to Success**  
Ability to adapt readily to change, be flexible, a self-starter, and available to work additional hours when necessary. Must bring a willingness to accept last-minute rush assignments. Must have the ability to maintain a positive attitude at all times, with exceptional human relations skills for communicating at all levels of the organization, as well as patience for a high volume of telephone contacts.
- F. Work Schedule**  
The basic work week is 20 hours per week. Workdays and hours will be determined. Must be able to work occasionally during the evenings and some weekends.
- G. Supervision Exercised**  
This position will involve no direct or indirect employees reporting to it.
- H. Work Environment**  
The responsibilities of this position will be conducted in a normal office environment with acceptable lighting, temperature, and air conditioning.
- I. Physical Effort**  
This position is physically comfortable, requiring the ability to walk and stand. The incumbent should be able to occasionally lift or move items that are 20 lbs. or less.
- J. Other Duties**  
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please send your resume and cover letter to [hr@wvumc.com](mailto:hr@wvumc.com) or mail to:

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