

JOB DESCRIPTION

TITLE: Office Assistant

PURPOSE: Assist the Office Manager

QUALIFICATIONS:

1. Welcoming presence in the church office
2. Skilled with correct grammar, punctuation, and spelling for all communications
3. Detail oriented, eager learner, and a self-starter
4. Experienced with current Microsoft operating system and MS Office Suite
5. Willing to learn and use new technology
6. Able to keep confidentiality – with records and conversations meant to be private

RESPONSIBILITIES:

1. Receptionist – welcoming and respectful presence in the church office
2. Publications – preparing, publishing, and distributing communications
3. Prompt filing, maintaining, and updating of operational and archival files in both paper and digital records
4. Updating spreadsheets: worship planner, church directories, membership records, calendar
5. Ordering of supplies
6. Substituting for Office Manager's vacation or sick leave with basic duties: worship slides, website, bulletins, etc.

ACCOUNTABILITY AND RELATIONSHIPS:

- The Office Assistant works under the direct supervision of the Office Manager and is also accountable to the Head of Staff.
- This position interfaces with the church Session, Committees, Board of Deacons, church volunteers, members, and the public.

TIME COMMITMENT: Works 15 hours a week

VACATION PAY: Two weeks of paid vacation equal to number hours worked in a week

SICK LEAVE: One half day per month paid sick leave, cumulative to twelve (12) days

OTHER BENEFITS: Other benefits shall be provided as outlined in Personnel Policy