

OFFICE ASSISTANT

Position Description

The Office Assistant assists the Church Administrator in communication with the congregation and maintaining the church office.

Major Areas of Responsibility

- Facilitates communication between elders, staff, deacons, and congregation
- Maintains the church office

Primary Objectives

- Enhance the ministry of the pastoral staff to promote the spiritual health of the congregation
- Promote clear and organized communication between staff, elders, deacons, and congregation
- Ensure that the church office is well-stocked, effective, and efficient

Specific Responsibilities of the Job

Facilitation of Communication between Elders, Staff, Deacons, and Congregation

- Produces the bulletins weekly
- Schedules greeters, coffee ministry, and welcome desk team into Planning Center Online
- Sets out name tags for greeters, coffee ministry, and welcome desk team
- Assists with mailings, phone calls, and calendar maintenance
- Sends out prayer requests via Mailchimp
- Prepares coffee mugs for visitors and mails visitor postcards
- Creates sign-up sheet and announcement for Discover Life Classes biannually. Sends reminder email.
- Answers the phone, greets visitors, and handles the mail
- Assists staff with other requests

Maintenance of the Church Office

- Unlock and open the building and office for morning ministries. Turn on heat as needed.
- Clean up coffee bar and close down new building. Lock office.
- Inventories office supplies and first aid kits. Stocks paper towels and toilet paper in hall closet. Checks toilet paper in restrooms before Thursday Bible Studies.
- Updates and prints brochures for the welcome desk as needed
- Purchases and prepares bread for the Lord's Supper weekly. Fills portion cups for those who can't go forward.
- Maintains Lost and Found
- Maintains missions files (who we support)

Required Knowledge, Skills, and Abilities

Job Requirements

- Demonstrated Christian faith and character
- Above average communication and organization skills
- Demonstrated ability to multi-task
- Demonstrated ability maintain deadlines
- Demonstrated ability to work on a team

- Friendly and welcoming demeanor
- Ability to learn and adapt to church style guide for publications
- Ability to learn and use Planning Center Online and Mailchimp
- Proficiency in desktop publishing software: Microsoft Word, Excel, Publisher, and Outlook (or equivalent software); Google Calendar and Drive; Facebook.