



Office Administrative Assistant Job Description

Relationships:

The Office Administrative Assistant serves as part of the Operations Department and reports directly to the Facilities Director.

Ministry Qualifications:

Staff Ministry Qualifications

- Evidence of a sincere commitment to Christ and a dedication to the advancement of the kingdom of God.
- Previous church and life experiences that reflect a positive testimony in the body of Christ.
- Active in Biblical community and consistent attendance at a weekly worship service.
- Evidence of practicing spiritual disciplines (personal Bible reading, prayer, etc.).
- A passionate heart for Christ, his Word, the local church, and people in general.
- Interpersonal skills with the ability to communicate effectively with staff, volunteers, the congregation, and the community.
- Members of the church or in process of membership, which includes
 - Commitment to and ability to articulate our mission, vision, and values.
 - Agreement with our church constitution and statement of faith (doctrine).
- Ability to maintain a high standard of confidentiality both during and outside of work.
- Growing in Biblical knowledge and learning to disciple others.
- A desire to be part of a church ministry team that strives for excellence.
- Faithful, available, teachable, and responsive to reproof and guidance.

Specific Ministry Qualifications

- A warm and servant-hearted disposition.
- Reliable and punctual with a strong personal work ethic.
- Strong written and verbal communication skills.
- Exemplary people skills including discernment and sensitivity.
- Proficient with Microsoft Office Software, Mac and PC computers, and able to learn additional office and technology software and equipment.
- Self-motivated and able to work with minimal supervision.
- Ability to carry out assigned responsibilities to completion.
- Previous office, customer service, or reception experience preferred.

Objectives:

The Office Administrative Assistant supports the church by providing a consistent voice and a knowledgeable and pleasant demeanor while interacting with the congregation and community.

The Office Administrative Assistant supports the staff, pastors, and volunteer ministry leaders by providing key administrative and clerical support, and ensuring that these groups have the supplies they need to maximize their ministry time.

Roles:

- Receptionist
- Office Administration
- Staff and Ministry Supporter

Responsibilities:

Receptionist

- Covering published office hours Monday through Thursday (schedule to be coordinated with supervisor)
- Covering non-published office hours on Sunday mornings (schedule to be coordinated with supervisor)
- Maintaining an office atmosphere that reflects warmth, organization, and excellence for Christ
- Offering hospitality to all visitors to the office
- Answering phones and responding to voicemails
- Responding to and managing general office email and web contact form emails

Office Administration

- Functioning as a fully capable administrative assistant in all of the following areas which include, but are not limited to:
 - Postal mail processing and distribution
 - Word processing and proofreading
 - Copying, scanning, and printing
 - Room and resource reservations
 - Church database upkeep
 - Inventory and purchasing of office supplies
 - Office area organization and neatness
 - Meeting support (taking minutes, etc.)
 - Building security support

Staff and Ministry Supporter

- Assisting pastors, staff, and volunteer ministry leaders with clerical support as needed
- Attending staff meetings and participating in appointments as requested
- Running errands as needed

Pay and Benefits:

Part-time position, up to fifteen hours per week, with negotiable benefits. Hourly wage starting at \$12.50 per hour based on experience and tenure.