

## **Position Description: Office Assistant**

### **Purpose of the Position**

Provides a positive and welcoming first impression to our members, guests, and friends, both in person and on the phone. Assists in the day-to-day activities in the office to ensure efficient operation and timely responses to requests. Communicates with the congregation and others in a professional and friendly manner supportive of the administrative staff, program staff, and clergy.

**Accountability:** Reports to the Office Administrator

### **Specific Responsibilities:**

1. Greets guests and answers phones in a pleasant and professional manner.
2. Is responsible for in-coming and out-going mail and deliveries daily.
3. Provides support to all members of the staff as requested.
4. Manages attendance records, mailing lists, database updates and calendar management using our ACS Technology database.
5. Supports the production of bulletins, newsletters, program documents, letters, etc. to ensure a professional product.
6. Maintains confidentiality.

### **Technical and Work Process Skills:**

1. Experience with database management
2. Microsoft 365
3. Office Machines – copy machine, postage meter, folder, etc.
4. Can manage tasks with interruptions and can prioritize accordingly.
5. High School graduation required. College degree / hours preferred.

### **Personal Skills:**

1. Desire to fulfill a call to ministry rather than merely doing a job.
2. Possess courteous and professional communication skills on the phone and in-person with guests to the office and the church.
3. Ability to work with diverse individuals.
4. Personable and professional.
5. Reliable.

### **Work Hours**

This is a part-time position of 20 hours per week.  
Preferred hours are 10 am to 2 pm but can be flexible.  
Vacation and Sick Pay provided after first 90 days.