

JOB DESCRIPTION – Office Assistant

Position Overview

The Office Assistant is responsible for providing administrative and organizational support to a church averaging 100+ worshippers, staff, and various committees. This person must be a person of genuine Christian character who understands the role as a ministry in line with the mission and vision of the church. Present a positive impression being the face of the church.

Ensure the office runs smoothly. Develop and recommend improved office procedures and systems. Be able to independently and proactively complete tasks and communicate to others. Understand confidences and use discretion in discussions of sensitive matters.

Serve as the Pastor's executive assistant.

Role and Responsibilities

1. Manage communications on behalf of church in a respectful manner including emails, social media, electronic sign, phone calls, walk-ins, mailings, etc.
2. Prepare weekly bulletins for Sunday worship services, monthly newsletter and weekly communication.
3. Assist other staff and ministry chairs with administrative support including assist & monitor secure door for preschool entry.
4. Manage church calendar with Loving Hands Preschool, Boy Scouts, other rentals, etc.
5. Update pastoral care board and visitation team regarding hospitalizations, illnesses, etc.
6. Responsible for the weekday operation of the church office, building usage and maintenance including rentals, weddings and funerals that use the church.
7. Monitor weekly attendance for church service and Sunday school class.
8. Maintain office supplies and equipment.
9. Assist trustees with building issues and vendor appointments.
10. Prepare charge conference and year-end reporting.

Skill Set /Education Requirements

- Associate degree in Administrative field or equivalent experience (at least two years).
- Microsoft Word, Excel, Outlook and PowerPoint proficiency and ability to learn software packages such as Planning Center, Constant Contact and others.
- Able to work independently in an office environment.
- Ability to manage multiple tasks and projects simultaneously.
- Excellent attention to details, organization and priority management is essential.
- Possess excellent written and verbal communication skills and ability to interact with all levels of staff and membership.
- Ability to operate all office equipment including but not limited to telephone, computer, copier and publishing equipment.

Reporting Relationship

Reports to: Pastor and SPR Chair

Hours

Part time – 25 hours per week (August – May) / 20 hours per week (June-July).

Hours 9:00 am – 2:00 pm

Paid vacation days included.

Compensation

\$17.50 per hour

Please send cover letter expressing your interest with resumes and three (3) references to:

office@greensburgumc.net