

We are hiring an administrative assistant!

Hours:

15 hours per week

Purpose:

Improve our communication and attention to detail. Oversee the church office. Reports to the Pastor.

Qualifications:

1. Member or regular attender in good standing
2. People person
3. Strong verbal and written communication skills, including spelling, composition and punctuation
4. Organized
5. Detail Oriented
6. Conscious of the need for confidentiality
7. Works well without supervision
8. Strong computer skills (Microsoft Word, Excel, Power Point)
9. Willing to learn and grow

The following would also be helpful:

1. Previous office experience, especially in a church setting
2. Experience with Servant Keeper or other CMS systems

Job Duties Include, But Are Not Limited To:

1. Print and stock Welcome Packets
2. Print, stock, and process Response Cards
3. Manage membership information in Servant Keeper
4. Prepare bulletins
5. Manage calendar
6. Check mail, voice mail, and e-mail and deliver messages
7. File membership, baptism, and ministry-related paperwork
8. Run background checks
9. Produces approved children ministry report
10. Keep printed materials up to date
11. Assist the Treasurer
12. Act as receptionist when necessary
13. Further the overall mission of the church, by being ready and able to answer basic questions about the church and the Christian faith.