

## Church Administrative Assistant- Climax and Scotts Brief Job Description

Purpose: To assist the pastor and other officers of the church in fulfilling their jobs by using skills in typing, answering the telephone, directing information to and from proper persons, and operating an efficient office, remembering to maintain job confidentiality.

Office Hours are Tuesday – Thursday/ 9 AM – 12 PM

### Qualifications:

- Outstanding Character
- Pleasant personality with the ability to manage a large amount of information.
- Able to prioritize and follow through on work tasks.
- Professional: will preserve the confidential nature of the Pastor's work and office environment.
- Competencies: Microsoft Office Suite (Word, Excel, PowerPoint, Publisher and Access), Google Drive and Windows, typing and phone skills

### Areas of Responsibility:

- Communication internally and externally through phone calls, texting, emails and our newsletters
- Attend to visitor requests such as building use permits
- Schedule building usage
- Pick up mail at both Climax and Scott's post offices
- Office Administration
- Prepare materials for worship services including bulletins and Power Point presentations
- Maintain church records and filing
- Help prepare for Church Charge Conference
- Prepare, print, and mail the monthly Newsletter
- Other duties as assigned by the pastor
- Monitor supplies and reorder

### Benefits:

- Flexible day time hours
- Salary depends on experience (Range is \$12 to \$17 per hour)