



The Mid-Atlantic District of **THE ALLIANCE**

Delaware • District of Columbia
Maryland • Virginia

292 Montevue Lane
Frederick, MD 21702

(301) 620-9934
info@cmamad.org
www.cmamad.org

Position Description

Office Assistant - Part Time (15-20 hours/week)

Compensation: \$14-\$16/hr. depending on experience and/or education

Benefits: Personal and Vacation time provided per district policy

Title: Office Assistant

Purpose: To provide support and assistance to the Office Manager in fulfilling the objectives of the Mid-Atlantic District of the Alliance.

Qualifications:

- High school diploma or GED required; bachelor's degree preferred
- Previous experience in general office work
- Working knowledge of standard Windows applications including Microsoft Office (Word, Excel, Outlook, PowerPoint)
- A personal relationship with Jesus Christ and active in a local church and in agreement with the Alliance Statement of Faith
- Able to operate basic office equipment (phones, fax, copier, postage meter, etc.)
- Ability to work well with others and exhibit an attitude of service to others

Responsibilities: This position provides general office support to the District Office staff such as:

- Filing, faxing, making copies, etc.
- Office communications including social media, company newsletter, and company general email inbox.
- Incoming mail distribution, mail, and FedEx drop offs
- Tasks related to committee meeting preparations and District Office events as directed by Office Manager
- Distributing District Directory
- Assisting remote Bookkeeper including, petty cash and incoming checks reconciliation, bank deposits, scanning documents, and filing
- Distributing updated handbooks and office policy and procedures as directed by Office Manager
- Coordinating staff birthday celebrations
- Receptionist
- Assisting Office Manager in keeping track of supply inventory and building maintenance
- Collecting and take out trash on Thursdays
- Other duties as assigned

Accountability: To the Office Manager

Send resume and cover letter to Yenory Orozco at yorozco@cmamad.org.

"Strengthening the Church... Extending the Kingdom."

