



## **Job Description**

**Position:**      **Administrative Assistant**

**FLSA:** **Non-Exempt**

**Accountability:** **Executive Director**

**Objective or Purpose of Position:**

**To provide clerical and general office operations support to the pastors, Membership and Events Coordinator, Lead Administrative Assistant, and staff within a fast paced and friendly office environment.**

**To greet and ensure that members' and visitors' needs are met as they arise.**

**Primary Duties and Responsibilities:**

- Greeting members' and visitors**
- Triaging direction as needs arise**
- Answering and directing calls in a friendly and professional manner**
- Sorting mail**
- Making copies**
- Maintaining baptismal records**
- Preparing Mailings**

**Qualifications:**

- Exceptional Clerical Skills**
- Outstanding written and verbal communication skills**
- Database Experience**
- Familiar with Microsoft Office**
- Self-starter with an ability to shift priorities as needed**
- Flexible with a good sense of humor appreciated**

**Work Schedule:** **Tuesday-Thursday 10am- 2pm**

**Salary:** **\$12.50-\$15 / hour, 15 hours/ week**

**Other Essential Factors:**

**Subject to:** **Successful Background Check**

**To apply, send cover letter and resume to Angela Cummins ([angela@montview.org](mailto:angela@montview.org)) by Friday, September 29, 2017**