



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) by Friday, September 29, 2017