

**Position:** Administrative Assistant

**Purpose:** To provide administrative and office services

**Accountability:** Church Business Administrator

**Status:** Part-time, 35 hours per week, 9:00 a.m. – 4:00 p.m., Monday through Friday

**Pay:** \$15 – 18 / hour

**Responsibilities:**

OAPC seeks an experienced and efficient Administrative Assistant to manage the administrative needs of the church. As a member of a staff team, the Administrative Assistant will provide support to staff, committees, and programs. This person will see to a wide variety of tasks, including the routine and unexpected. As the church continues to adjust to the Covid-19 pandemic, various ministries and tasks continue to evolve. Responsibilities include but are not limited to the following.

- Ministry of Hospitality, make a positive and helpful first impression for visitors and guests.
  - Manage phone systems and messages, meet and greet visitors.
  - Assist visitors, members, and staff.
- Maintain the church calendar with input from staff, committee chairs, and/or committee representatives.
- Maintain the programming needs of the security/building access system (CCURE).
  - Schedule all door locking and unlocking for all meetings, events, etc.
- Provide mail services.
  - Produce mailings for staff and committees as needed.
  - Work with Church Business Administrator and volunteers to manage the production and distribution of all bulk mailings.
  - Maintain the postage meter.
- Registrar for all church programs, groups, and activities.
- Maintain and communicate congregational needs to staff, Deacons, and appropriate persons.
  - Manage and update the prayer board and prayer lists.
  - Follow the standardized procedures for funerals, weddings, and baptisms.
- Coordinate office volunteers and monitor their work
  - Organize Children's Worship bulletins
  - Inventory paper closets and submit orders to Church Business Administrator
  - Make DVDs of Worship services, upon request
  - Create Welcome Center presentation, upon request

- ACS Software – Membership, Attendance, and Microsoft 365 (email system)
  - Maintain accurate Membership Records through ACS system and work with the Clerk of Session to keep membership accurate
  - Maintain accurate information in Microsoft 365 for members with email addresses and committee email distribution
  - Assist Pastors in prospective new members process.
- Staff and Committee participation
  - Weekly Staff Meetings, parties, and functions
  - Other duties and responsibilities as assigned

**Knowledge, skills, and abilities required:**

- Strong interpersonal skills: joy, courtesy, and confidentiality. Team player.
- Proactive, entrepreneurial, self-guided
- Excellent organizational skills, detail oriented, produces accurate work.
- Excellent writing, proofing, and editing skills.
- MS Word, Excel, Publisher, PowerPoint. Ability to learn and utilize other specialized software as applicable.