

Job Description for Office Assistant

The Office Assistant is a part-time position, working 30 hours per week.

Hours are from 9am to 4 pm Monday through Friday with one hour for lunch. One week of vacation will be provided after one year of service. Sick leave will accumulate at the rate of one-half day for each month of service. This position reports directly to the Senior Minister. Dress will be business casual and a professional and cordial attitude will always be maintained when at work.

The following are requirements for this position:

1. Open the church office each morning no later than 9 am
2. Answer phones from the church as well as the Child Development Center and take appropriate messages
3. Prepare invoices that are to be paid by the church and forward them (via courier) to the Financial Secretary for approval
4. Match checks to invoice and, after the checks are signed, insure the checks are mailed or distributed in a timely manner
5. Maintain control of the church credit card including, but not limited to:
 - a. Insuring only authorized persons use the card

- b. Insure that receipts are turned in with the credit card as soon as business is completed
- 6. Maintain the church calendar insuring that it is up to date and that the CDC is notified when the possibility of conflicts with Fellowship Hall arise
- 7. Update the church web-site as needed but no less than once per week
- 8. Compile, proof-read and print the Sunday bulletin
- 9. Compile, proof-read, email and regular mail the church newsletter monthly
- 10. Be proficient in Office programs
- 11. Maintain and edit as necessary the church membership role including filing the “annual report” with Indianapolis as required
- 12. Order office/church supplies as follows:
 - a. Copier paper (all sizes)
 - b. Office supplies (pens/pencils, staples, paper clips, etc.)
 - c. Communion cups and supplies
 - d. Candles for altar and weddings
 - e. Other supplies as needed

13. Work with Facilities Chair as follows:

- a. Maintain repair requests and insure Facilities Chair is made aware of all requests
- b. Call appropriate repair companies as requested by either the Facilities Chair or the Senior Minister
- c. Insure that all invoices for repairs are approved by the Facilities Chair or the Senior Minister
- d. Maintain files on all contracts
- e. Maintain files on all equipment

14. Maintain church files and keep all filing up to date

15. All other duties as required

The pay for this position begins at \$12.50 per hour and will also be in commensurate with experience. Evaluation will be completed by the Senior Minister and will take place after a 90 day “probationary” period and in December of each year. Pay raises will be based on performance and will be in keeping with the church budget.