



**TITLE:** Office Assistant

**CLASSIFICATION:** Full-Time Hourly, Non-Exempt

**HOURS:** 40 hrs/week (Preferred Schedule: Tue, Thu, Fri 9:30am – 6pm; Wed 9:30am-9pm & Sat 9am to 2pm, Half-hour lunch included, except on Saturdays (10 min. break))

**REPORTS TO:** Assistant to the Pastor

**FUNCTION:** Primary function is to assist with the general church office duties. This includes maintaining a cheerful, organized and friendly atmosphere for all who enter the office area, supporting the staff, guests, volunteers, congregation members, and maintenance of office supplies and equipment.

In the absence of the Assistant to the Pastor, provide support and fill-in to provide the Pastor & Non-Pastoral Staff with administrative office assistance.

**JOB DUTIES:**

1. Be “**information central**” for the church by being aware of all church information and schedules.
2. Responsible for **Front Desk Reception & Foyer** area. It should be kept neat and orderly at all times.
3. Maintain a schedule and supervise the **Front Desk Receptionist/Volunteers**.
4. Maintain the **Church Calendar** with up-to-date and accurate information.
5. Attend and participate in weekly **staff meetings** and take notes for all staff.
6. Responsible for keeping accurate weekly **church attendance** and congregational reports.
7. Accurately keep track of **community service volunteer** hours, maintain our records and interact with local courts for reporting purposes.
8. Maintain **office supplies**; keep them neat and keep track of anything that needs reordered.
9. Answer **Facility Use** inquiries from individuals and work with church staff concerning facility use; schedule events on church calendar, notify staff of event requirements and set-up needed, make arrangements for additional staff as needed. This includes weddings, funerals, concerts and all other events.
10. Prepare the **Bulletin, Service Order & Prayer List** each week.
11. Create **Announcements and update software** on projector.
12. Print **sign-up sheets, flyers & announcement posters** for various events.
13. Maintain up-to-date **brochures**, resource hand-outs. Check weekly and update, print and restock as needed.
14. Assist in the preparation of certificates for baptism, volunteers, etc.
15. Maintain the Community **Information Board** – check weekly for expired or unauthorized postings, straighten and reorganize as needed.

16. Help maintain **office equipment** to be in good working order including telephones, copiers, computers, etc. Keep copiers filled with paper both upstairs and down; make service calls as needed, order copier supplies and report quarterly copy count.
17. Check Voicemail, provide backup **support to receptionist** when needed, take accurate messages and deliver in a timely fashion.
18. Keep staff and congregation updated with **Prayer Requests**.
19. Be familiar with **Church theology**, history and philosophy, able to explain in your own words.
20. Help maintain an **orderly workspace** in the workroom, reception desk, and throughout the office area and foyer.
21. Carry out **secondary assignments** as instructed by the supervisor.
22. **Fill in for the Assistant to the Pastor** on Sunday morning, if she is absent.

#### **MINIMUM PERSONAL REQUIREMENTS FOR CHURCH STAFF:**

1. Born-Again relationship with Jesus Christ.
2. Must have an attitude of genuine caring for the congregation, staff and guests.
3. Maintain a positive attitude at all times and poise under pressure.
4. Maintain a servant's heart regarding the job description.
5. Maintain a cooperative team spirit with staff, volunteers and congregation.
6. Demonstrate a willingness to learn new tasks and functions.
7. Exhibit a "whatever it takes" attitude and a standard of "excellence".
8. Be punctual, maintain an excellent attendance record and be of good health. Make every effort to schedule doctor and dentist appointments during personal time.
9. Have excellent command of English composition and punctuation.
10. Be familiar with CBSR's theology, philosophy and history.
11. Minimum of High School Diploma or G.E.D., some college preferred
12. Basic understanding of Windows and all Windows-based Office Programs (e.g. Word, Excel, Publisher, PowerPoint, and Outlook).
13. Personal dress and appearance appropriate to the business and ministry of the Church. Attire should be neat, clean, modest and professional.
14. Regular church attendance is required. Attendance at CBSR is preferred.
15. Although Church By the Side of the Road membership is not required, it is encouraged.
16. Commitment to personal loyalty for the Senior Pastor, each member of the Pastoral and Executive Staff, Ministry Leaders and Joint-Board.
17. Personal discretion concerning information of Church life and ministry shared in the normal flow of staff relations.
18. Personal integrity and self-motivation in the fulfillment of ministry.