

## **Administrative Assistant**

**Job Summary:** The Office Assistant works in support of the Full Time office staff. This includes regular weekly and monthly duties and occasional needs of the Administrator, Minister and Faith Development Director.

**Reports to:** The Administrative Assistant will be directly supervised by the Administrator, with the understanding that the Senior Minister is Chief of all staff.

**Time Required:** This is a part-time hourly position (17 plus hours per week) with no benefits. Hours to be scheduled with Administrator usually Tuesday through Friday

***All other leave, conflict resolution and remuneration for this position will be detailed by the Personnel Policies and the Personnel Committee.***

### **Staff and Congregational Support:**

- Assists Administrator, Minister, Religious Educator and various church groups and committees with projects as requested. Priority of projects and duties decided in consultation with Administrator and other staff.
- Be able to work well with a variety of volunteers.

### **Receptionist:**

- Receives and directs visitors as needed.
- Fields phone calls as needed.
- Distributes mail.
- Responds to general office emails.

### **Membership & Communications Lists Support:**

- Provide data entry and retrieval as needed.
- Maintain accurate member records and mailing lists.
- Assist in maintaining financial information as directed.
- Prepare nametags.

### **Communications**

- Support in the preparation and dissemination of documents and materials as needed

### **General Duties**

- Order supplies.
- Coordinate details of rentals and weddings as needed and/or directed.
- Arrange for security on a monthly basis.
- See to maintenance of basic office machines (postage meter, Risograph, Xerox, etc.)