

POSITION DESCRIPTION: OFFICE ASSISTANT (Part-Time Nonexempt)

PURPOSE: To provide assistance to the church staff in the completion of office and computer tasks. To extend the open hospitality of Christ with engaging warmth, pertinent information, and courteous referral to all who telephone the church and who enter the premises by the west door.

ACCOUNTABILITY: The Office Assistant is accountable to and supervised by the Church Secretary, who reports to the Pastor/Head of Staff.

WORK WEEK: This position is for up to 20 hours per week. A time sheet will be recorded by the Office Assistant, signed by the supervisor, and turned in to the Financial Secretary weekly.

BENEFITS: Benefits will be according to the policies for nonexempt employees as set forth in the Personnel Policy Manual.

RESPONSIBILITIES:

1. Meet daily with the Church Secretary to receive special instructions and to review office and computer tasks for the day. Execute the tasks as assigned.
2. Review recent church publications for scheduling information. Be prepared to answer questions regarding the schedules and locations of events. Transfer the day's events to the erasable easel board.
3. Be familiar with church staff schedules so phone calls may be referred appropriately.
4. Announce the arrival of persons with appointments. Obtain clearance from the staff member for persons arriving without an appointment.
5. Open and route incoming mail.
6. Gather information and prepare the weekly e-mail newsletter.
7. Compile the list of weekly visitors and provide the report to the chair of the Invitation Council and the Pastor/Head of Staff.
8. Inform Care Connection callers of new members, address changes, hospital stays, births, deaths, divorces, and other life situations.
9. On Wednesdays, call liturgists, acolytes, greeters, head ushers, and sound booth persons scheduled for services the upcoming Sunday.
10. Keep calendars updated for the homebound and for the lay hospital visitation ministries.
11. Prepare bulk mailings for new area residents.
12. Collate and staple the weekly bulletin and staple the monthly newsletters.
13. Encourage individuals requesting use of the building to use the web-based

reservation system at www.sminster.com.

14. Perform other duties, as assigned.

POSITION REQUIREMENTS:

- Possess solid office skills: computer proficiency (e-mail and Microsoft Word, Excel, and PowerPoint), telephoning, copying, and operating other office equipment.
- Have strong interpersonal and organizational skills.
- Be committed to extending the hospitality of Southminster to all while maintaining confidentiality.

RELATIONSHIPS: The Office Assistant works in cooperation with the Church Secretary and with the Pastor/Head of Staff.

EVALUATION: Performance evaluation and salary review will be conducted annually by the Church Secretary and the Pastor/Head of Staff with participation by a member of the Personnel Committee.

APPROVED: November 9, 2009

SIGNED BY INCUMBENT:

_____ Date: _____