

Job Description

This is a part-time position to perform general office tasks that help the church operate effectively and efficiently.

25 hours plus; pay based on experience.

Qualifications

Personal

- Member or regular attender of Lockwood Community Church preferred
- A person with a vibrant and growing relationship with Jesus Christ
- Maintains confidentiality
- Warm, caring, patient attitude, supportive, cooperative, positive, dependable, teachable, and friendly to church family, staff, and the community
- Quiet worker (not too talkative)
- Sees the job as a ministry

Skills

- Flexible and able to change tasks as needed
- Attention to detail and accuracy
- Self-starting and self-disciplined
- Skilled in using office equipment (phone, computer, copier, fax, scanner) and computer applications (Microsoft Word, Excel, Outlook, Publisher, PowerPoint)
- Able to problem solve issues (ie. office equipment malfunctions)
- Clear communication, both written and verbal, as well as legible handwriting
- Pray with people in person and over the phone

Physical

- Able to stand, bend, walk, climb stairs and lift 20 pounds, hear and speak clearly on the phone

Responsibilities

- Greet visitors, answer emails and phone calls, take messages, set up meetings and other appointments
- Sort and distribute incoming mail
- Manage, organize, and update relevant data using database applications (attendance and membership records)
- Compile and format content of weekly bulletin with creativity and accuracy
- Prepare other publications including brochures, flyers, letters, and presentations
- Provide assistance for ministry leaders with various duties including: copying, mailing, organizing information, making phone calls, and other special projects
- Strategic planning
- Follow systems and develop new procedures as needed
- Order and maintain office supplies