

# North Creek Presbyterian Church Job Position Description

**Job Title:** Office Assistant

**Reports to:** Office Supervisor

**Accountable to:** Session

**Job Description:** Responsible for general office and ministry team support as directed by the Office Supervisor.

**Faith and Calling:** Has a personal faith in Jesus Christ, conducts oneself in a manner consistent with Scripture and has a genuine sense of God's call to this ministry and service.

## **Qualifications:**

- Solid written and verbal communication skills
- Proficient in Microsoft Office Suite and working knowledge of Publisher
- Ability to manage web based content and social media
- Professional and pleasant attitude and appearance
- Self-motivated, able to prioritize and organize time and tasks efficiently
- Maintain trusting relationships with members and guests
- Ability to preserve confidentiality in all circumstances
- Willingness to represent Jesus Christ in all church contacts

## **Responsibilities/Expectations:**

- Welcome members and visitors, providing prompt and courteous information and assistance
- Answer phones, screening and forwarding incoming calls
- Gather material and produce weekly church bulletin, monthly newsletter and all church email
- Create and update records ensuring accuracy and validity of information
- Ability to perform clerical duties such as filing, photocopying, transcribing and faxing
- Provide administrative support for church staff and ministries as directed by the Office Supervisor
- Maintain and update church database
- Assist with publication of printed materials
- Order office supplies and keep inventory
- Ensure front office is tidy and presentable
- Other administrative work as determined by the Office Supervisor

## **Work Schedule:**

Part time, 20 hours per week

## **Compensation:**

Hourly, non-exempt