

JOB DESCRIPTION

FBC Prairie Grove is searching for an Office Assistant to join their staff team. This is a full-time salaried position with benefits. To apply, please email your resume and cover letter to cmash@pgfirst.com. The basic responsibilities for this position are listed below:

Office Management

Keep the church office organized and efficient and create a friendly, welcoming environment.

- *Answering Phone/Front Desk* – Answer the phone and greet people when they come to the church office during office hours. Take messages and relay them to church staff. Filter out sales calls.
- *Collect/Send Out Mail* – Collect mail from post office box and sort to the appropriate staff member.
- *Stock Supplies* – Keep all of the office, kitchen, and cleaning supplies stocked. Order Bible study material for Sunday school classes.

Communication/Ministry Support

Lend communicative assistance and support to church staff.

- *Church Calendar* – Keep a detailed calendar of all church events and activities. Assist staff and elders in communicating dates, times, and locations of ministry events to the church body.
- *Weekly Bulletins* – Produce the bulletin each week for our worship gathering. Allocate all information that needs to be communicated from elders, church staff, and other key leaders.
- *Scrolling Announcements* – Use Powerpoint to create scrolling announcements to be played before the worship gathering begins each week.
- *Emails, Printed Media, and Social Media* – Draft and send out regular updates and reminders to our church family as requested by elders and staff through emails and social media (i.e. Facebook, etc.). Design and order print media as needed (i.e. flyers, postcards, schedules, etc.).
- *Website* – Update information as needed.
- *Scheduling/Volunteer Sign-Ups* – Schedule nursery workers for Sunday mornings and assist in getting substitute workers as needed. Create volunteer sign ups for church events and activities as needed.
- *Weekly Staff Meeting* – Participate in our weekly staff meeting.
- *Record-Keeping* – Keep accurate records of church membership, including current mailing addresses, phone numbers, and email addresses.
- *Financials* – The Office Assistant will also be expected to learn the basic financial operations of the church from the Financial Assistant and fill in when needed.
- *Other Duties* – Additional duties may be assigned as needed by the Lead Pastor.