



Office Assistant Job Description

Revised March 5, 2019

Reports To:

FLSA Status: Part-Time Hourly

Job Summary

The person in this position will be responsible for the general management of the front office and member services.

Duties and Responsibilities

The office assistant will be responsible for the duties associated with managing the front office activities.

Duties of this position include, but are not limited to:

General Office

1. Handle reception of church guests and members that come into the office.
2. Receive incoming calls and helping find answers for all inquiries.
3. Maintain office equipment in good repair (copiers, postage machine, etc.).
4. Gather, stock and fill orders for the food pantry.
5. Receive and receipt donations from mail and walk-in guests.
6. Assist Ministerial Staff with providing updated lists for trips and events.
7. Maintain the master calendar of all church activities including vacation schedules, staff out-of-office appointments and church events.
8. Maintain up-to-date telephone directories and phone system updates.
9. Fill literature racks around church and place event notifications in elevators and designated bulletin boards.

Financial

1. Send acknowledgements of receipts of funds when appropriate.
2. Assist in providing annual contribution statements to members.

Other Duties

1. Serve as backup to the Education and Administrative Secretary when needed.
2. Perform other duties as assigned by the Ministerial Staff and the Financial Manager.

This job description is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the office assistant position. It is intended to be an accurate reflection of the current job. Pritchard Memorial Baptist Church reserves the right to revise this job description or to require that additional or different tasks be performed based on the church's needs or when circumstances change.

Job Specifications

The office assistant will be required to have excellent communication skills and the ability to deal with the general public. This position is the gateway communication point for members, visitors and prospective members coming to the church. The image of the church is projected through this position and this person must be able to resource a well-developed set of problem resolution skills that maintain the communication link with the church and those wishing to communicate with it. This position requires efficient use of Excel, Word and Outlook. This position must have the ability to understand and learn software packages that the church uses including ACS Accounting and Realm Membership Software. The Office Assistant will be located in a typical office and requires the ability to self-manage.

Physical Demands

The physical demands described here are representative of those required to successfully perform the requirements of the job. The job requires sitting, standing, walking, use of a computer, talking and hearing. This position may occasionally be required to reach with hands or arms and bend and twist. This position may be required to lift up to 15 pounds and occasionally up to 25 pounds.