

OFFICE ASSISTANT
Supervised by: Senior Pastor
Office Hours: 12 p.m.-4 p.m., Monday-Friday
Hours per week: 20

The Office Assistant is a support staff member of Front Street United Methodist Church to provide general office support for the Administrative Assistant, Communications Coordinator, and Youth Minister.

Duties include general clerical, receptionist and project-based work. This person is to project a professional and friendly image through in-person and telephone interaction.

Primary responsibilities:

1. Greet visitors and respond to inquiries, operate multi-line phones, transfer calls, and relate messages.
2. Sign for and distribute UPS/FedEx and other deliveries.
3. Assist Youth Minister with various projects including but not limited to weekly group emails, photocopying, faxing, mailing and filing.
4. Post scriptures to Facebook from the You Version app.
5. Update Sign Up Genius on a weekly basis.
6. Maintain and update all bulletin boards.
7. Compose, print, and fold biweekly church newsletter.
8. Assist staff with proofing materials as needed and all mailings including, stuffing envelopes, labeling, and sorting per postal requirements.
8. Perform the duties of Communications Coordinator and Administrative Assistant in their absence.
9. Perform other duties as assigned.

Knowledge and Skill Requirements:

1. Basic reading, writing, grammar and math skills required.
2. Knowledge of Microsoft Office which includes Word, Publisher, and Powerpoint. Duties require professional verbal and written communication skills and telephone protocol. This is normally acquired through 1-3 years of experience.

This description is not intended to be a comprehensive list of all the requirements and duties associated with the performance of this position and may be modified or amended by the Senior Pastor and/or Staff-Parish Relations Committee at any time.