

Office Administrative Assistant

Job Description



Job title: Office Administrative Assistant

Work Location & Compensation:

Office Hours are Monday-Thursday, 8:45 am-2:15pm, 30 minute lunch, \$8-\$10/hour (20 hours/week)

Division/Department: Business

Reports to: Business Pastor

Full-time (Salary)
 Part-time

Exempt
 Nonexempt

1099/Contract

Job Summary:

To assist business office in various tasks that improve communication & efficiency church wide. To positively represent Vintage Church to the community & attendees by closing loops in a friendly & timely manner.

Systems & Processes Oversight:

- Desk.com Administrator (manage all incoming communications)
- Fellowship One Data Entry
- Receptionist during business hours (answer calls, return calls, receive & deliver messages)
- Open/Close Facilities (key holder)
- Stock & manage supplies
- All Church & Staff Calendar Updates
- Schedule and manage Planning Center (Vintage Teams)
- Assist with Bookkeeping (AP/AR)
- Manage & close loops assigned by BP in a timely & efficient manner.
- Work alongside "Mentor" to grow in understanding of church culture & responsibilities.
- Other tasks assigned by Direct Report.

Professional Job Requirements:

- Working knowledge of Microsoft Office
- Typing 40 WPM
- Proficiency with Macintosh Computers & Devices
- Basic understanding of office equipment
- Interpersonal skills (EQ)

Other Job Requirements:

- Ability to safely and successfully perform the essential job functions listed above
- Must be a member of Vintage Church & remain in good standing according to the "Membership Covenant" & "Staff Handbook".
- Ability to maintain regular, punctual attendance consistent with functions listed above.

Print Employee Name:

Employee signature:

Date:

Attach appendix: Membership Covenant, Staff Handbook

