

JOB DESCRIPTION
ADVANCED LEVEL OFFICE ASSISTANT

Location: Christian Life Center
650 East Olive
Merced
Title: Office Assistant
Salary: \$15-\$18 an hour
Position: Part Time (20 hrs per week)

DESCRIPTION:

Reporting directly to the Senior Pastor and under general supervision, perform responsible and specialized office duties as assigned by the Senior Pastor; coordinate calendar activities for various ministries as directed; answer incoming calls; develop flyers and post on website; draft documents; and manage the Pastor's calendar as well as schedule appointments. The Office Assistant will coordinate (to include schedule, set up, staff, and provide all supportive materials and meals at the request of the Pastor) all scheduled events.

EXAMPLE OF DUTIES:

Duties may include, but are not limited to the following:

- Answer phone calls
- Prioritize and manage workload
- Operate office equipment and automated systems
- Operate software to produce and/or distribute various documents, flyers, etc.
- Produce letters, reports, and/or notices.
- Manage calendar for various ministries as directed
- Manage church database CMS (church management software).
- Make sure that data is accurate.
- Acts as technical support to assist CLC members to navigate the website.
- Update Information on church website & social media as requested.

ESSENTIAL FUNCTIONS:

- Operate Computers and modern office equipment
- Communicate effectively in person, in writing, and over the phone

Analyze data, interpret directions, develop appropriate responses
Create various presentation materials using different software programs

Obtain information, screen calls, and relay to the Pastor in a timely manner

Maintain confidentiality being sensitive to services provided in confidential settings in the office.

Knowledge of:

Office practices

Computer terminology and keyboard arrangement

Common software (word processing/spreadsheets)

English Grammar, vocabulary, spelling, and punctuation

Ability to:

Exercise sound judgment

Provide instruction in a constructive manner

Enter data on website accurately

Establish and maintain cooperative and effective working relationships

Deal tactfully and courteously with everyone

Follow written and oral directions and instructions