

## **Covenant Presbyterian Church**

Position Description: **Office Assistant**

### **Purpose:**

To provide clerical, communications and operational support to the church staff and community

### **Accountability:**

The Office Assistant is accountable to Session through the elder of the Administration Ministry Team and works under the supervision of the Office Manager.

### **Responsibilities:**

1. Assist with all church communications (phone, email, social media, web, staff, etc) and maintain the church calendar
2. Provide support to the Office Manager including receptionist and other clerical tasks
3. Provide support for sermons and worship services (ie bulletins, powerpoint and other visual aids during services)
4. Learn and help maintain Automated Church System records (Realm and accounting)
5. Attend weekly staff meetings
6. Provide information about the CPC ministries, structure and systems to those contacting the church office
7. Provide support to the Office Manager and provide operational continuity for absences

### **Personal Qualifications:**

1. Be committed to the Lordship of Jesus Christ
2. Be an active member of a Christian faith community, preferably at Covenant Presbyterian Church
3. Be willing and able to work joyfully with people of all ages and ability reflecting God's love for all

### **Professional Qualifications:**

1. High school diploma required; Bachelor's degree or five years related experience preferred
2. Three years of extensive experience with personal computers and software, including Windows and the Microsoft Office Suite. Experience with website related software preferred
3. Bookkeeping experience preferred
4. Experience in desktop publishing required with graphic design experience a plus
5. Excellent interpersonal, verbal and written communication skills required

### **Time Commitment and Position status:**

The time commitment for this position is 16-25 hours per week. This position is part-time non-exempt. The personnel policies of Covenant Presbyterian Church are an integral part of this position description.

**Updated:** August 2018