



Office Assistant

Position Title: Office Assistant

Position: 20 hours per week (PT)

Primary Function: The office Assistant is responsible for the front office of the Jones building in relations to welcoming and assisting guests and members to the church facilities, and providing general office support to internal and external guests.

Essential Functions:

- A friendly, invitational and welcoming spirit.
- The ability to maintain confidentiality.
- Flexibility, adaptability, and dependability.
- Must have excellent organizational and planning skills.
- Excellent computer skills and able to learn new programs quickly.
- Ability to maintain good relationship with staff, congregation and guests.
- The position will assist full time Office Assistant as needed.
- Maintain comprehensive knowledge of activities, events, and programs schedules that take place at the church.

Other Shared Responsibilities:

- Provide administrative support back up to include answering phones as needed.

Minimum Requirements:

- Proven Admin or Assistant experience.
- Must have 2 to 3 years clerical experience.
- Able to multitask and make sound decisions
- High school diploma. Some college preferred.