

## JOB DESCRIPTION FOR PART-TIME ADMINISTRATIVE ASSISTANT PAID STAFF POSITION

Hours — Three (3) days a week, hours 9 AM to 12 PM, Tuesday, Wednesday, and Thursday. The office will be closed for Thanksgiving, Christmas, New Years and 4<sup>th</sup> of July

Working hours and days may not be changed except under critical situations which do not include out-of-town guests, doctor's appointments.

### Duties —

- Bulletin preparation and production including acquiring announcement information; load lap top info for Contemporary Service
- Monthly newsletters
- Answer phones, including taking messages and managing answering machine
- Management of keys including distribution and recovery.
- Database management (Servant Keeper)
  - Inputting new members and visitor's weekly
  - Producing monthly worship attendance report
  - Updating membership list as needed, including role book
- Maintain office and office supplies including
  - All supplies for computer and copier. This may require secretary to go out to obtain
  - Filing system
  - Secretary's copy of church credit card
  - Computer and printers including weekly file backup and virus check
  - Update and maintain computer software including virus, firewall and Windows
  - Internet service
  - Manage emails as well a regular mail
- Maintain Narthex bulletin board and assist in production of materials for it
  - Create signup sheets, poster, etc. for session members when given 1-week written notice
  - Make name badges for new members and for visitors after 3 visits
- Work is prioritized and directed as follows:
  - Pastor, Session, Treasure
- Maintain calendar of church usage that includes: set up of rental and time, confirm availability of facility advise renter of rates and responsibilities. Notify Property Elder of rental especially if need for person to open/close building. Coordinate with Temple Bethel and/or other lessee of the building; coordinate with workers/delivery persons

### Compensation:

- Salary— will be paid weekly. The above designated holiday closures will be paid. Proposed starting salary is \$12 per hour
- Benefits — none for part-time positions
- Vacation —after the first year of employment, 2 weeks with 1 month's advance notice. Vacation may not be taken during the week before Christmas and Easter
- Sick/Personal days —Not paid.
  - Sick days: call into office as soon as possible and contact Pastor or designated Elder
  - Personal days: Unless critical all doctor's appointments and other appointments need to be scheduled on days and hour other than working hours. If an appointment needs to be scheduled during working hours, notice must be given 3 days in advance.

### General:

- Will have good people skills and ability to demonstrate the practice of confidentiality. Will exhibit appropriate grooming and attire at work
- The applicant will have passed a drug screening test as well as background check prior to being accepted.
- There will be a 3-month probationary period at the beginning of employment. During the first year of employment there will be quarterly reviews, then semiannually.

Revised 5/30/2018