

Job Description

Job Title – Office Associate

Reports to – Local Director

Location – Child Evangelism Fellowship of SC, Inc. Greater Pee Dee Chapter

Qualifications:

1. Believes and signs *CEF* Statement of Faith and manifests a Christ-controlled and disciplined life
2. Has a burden and vision to see lost children reached with the Gospel
3. Has the ability to multi-task and is a self-starter; flexible
4. Strong computer and typing skills including work with Microsoft Office
5. Strong written and verbal communication, interpersonal, and customer-service skills with the ability to act as a resource for, provide customer service in a courteous manner to, and work effectively with diverse groups of people. Writing skills sufficient to compose and edit a variety of documents using correct spelling, grammar, and punctuation, with the ability to pay close attention to detail and proofread work carefully.
6. Good organizational, time management, and problem-solving skills with the ability to work accurately: Organizational skills sufficient to prioritize work and complete assignments accurately, either independently or as part of a team, under pressure of competing deadlines and with frequent interruptions, working from own initiative and/or following direction, policies, and procedures. Ability to identify needs, maintain, and build relationships between *CEF* and others. Ability to use analytical and decision-making skills to offer options and resolve problems in a variety of contexts. Ability to maintain organized records and files for easy access and retrieval.
7. Ability to exercise good judgment and discretion in handling confidential materials and matters. Ability to ensure compliance to applicable laws, guidelines, policies, procedures, and practices.
8. Ability to work a variable schedule on occasion, including early mornings, evenings and/or weekends as needed.

Responsibilities:

General:

1. Pray for the ministry before the start of any *CEF* work with others and during personal quiet time
2. Meet all *CEF* state and national requirements
3. Support *CEF* through prayer and financial giving
4. Assist in maintaining general upkeep, procedures, and security of the office
5. Work under the direction of the Director in whatever capacities needed

Communication:

1. Answer the phone, respond to messages and email in a timely manner
2. Check mail and distribute/respond accordingly
3. Maintain the *CEF* database (Trailblazer) to insure integrity in the information
4. Help develop and maintain regular communication efforts to donors and volunteers to thank, inform, and encourage (including phone calls, mailing, social media, emails, visits, etc.)
5. Help promote the work of the ministry through social media, publications, and church communications

Events:

1. Maintain guest list and record in the *CEF* database
2. Assist with planning and preparation of events, e.g. Materials Workshop, Fellowship Dinner, Golf Tournament, etc.
3. Plan, organize, and prepare events, e.g. Materials Workshop, Fellowship Dinner, Golf Tournament, etc.
4. Develop and manage timelines for various activities to ensure strategic plans and critical processes are carried out in a timely manner
5. Compile and maintain event specific reports
6. Send follow up materials in a timely manner to donors/event participants after each event

Ministry Programs:

1. Assist in processing volunteers
2. Ensure the integrity of the volunteer application process (Child Protection Policy)
3. Build and encourage a network of volunteers to help with events, office functions, and communication efforts
4. Assist as needed in GNC, 5-Day Club, training, or other *CEF* ministries
5. Provide clerical and administrative support as needed

Materials:

1. Be familiar with all *CEF* material
2. Keep inventory of materials kept in the office
3. Prepare invoices, order materials, and oversee sales
4. Maintain an orderly filing system including details for events and fundraisers
5. Review purchases and services to maintain lowest possible costs

UNDERSTANDING AND AGREEMENT

As a religious organization, Child Evangelism Fellowship is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

I have read and agree to comply with this job description as well as the USA Organizational Manual and the SC Operational Manual.

Employee's Signature

Date