



## **JOB DESCRIPTION FOR OFFICE ASSISTANT**

(17 February 2020)

**Primary Function:** Provide secretarial / administrative assistance to the pastor, volunteer leadership & membership of Ridin' for the Brand Cowboy Church.

### **Requirements:**

- Born again Christian with an active daily walk with Christ
- Supportive of the mission, values, events & activities of RFTBCC
- No habits that would damage the cause of Christ or the testimony of His church
- Willing to receive training for the task of administrative assistant
- Be willing to submit to background check
- Be willing to submit to drug & alcohol testing, if requested
- Available to work approximately 16 -20 hours per week, preferably 4 – 5 hours on four days per week

### **Office Skills Needed:**

- Proficient with computer programs needed for RFTBCC work (For PC: MS Excel, Power Point, Publisher, Word; Adobe Acrobat; Google; Web Site Maintenance)
- Thorough familiarity with & able to operate office copier

### **People Skills Needed:**

- Be able to handle projects & tasks with professionalism, which includes confidentiality, courtesy, and kindness
- Be friendly, welcoming and respectful to all people
- Demonstrate patience while people describe their needs or ask questions

### **Duties:**

1. Assist church members with making copies during office hours
2. Complete preparations for each Sunday:
  - Adequate supply of offering envelopes on the table holding the “church house” receptacle
  - Inventory & replenish, as needed, guest information forms in the main entry
  - Post updated calendars on the calendar bulletin board at rear of worship area
  - Produce final copies of “The Chronicle” & place in pre-determined strategic locations
  - Stock the copier with paper
  - Stock the resource table at the worship area entry
    - ✓ Adequate supply of brochures
    - ✓ Adequate supply of pens & pencils
    - ✓ Appropriate flyers for upcoming events
    - ✓ Appropriate & pastor-approved magazines & media materials
    - ✓ “Request for Church Membership” forms
3. File information as needed or as requested by the pastor & church leaders
4. Inform pastor of needed office supplies – copier paper & supplies, pens, printer toner, etc.
5. Maintain & produce church directory

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6. Maintain neatness & cleanliness in the church office
7. Order supplies via phone or online, within budget allocations, as requested by pastor & church leaders, per currently adopted disbursement / reimbursement policies
8. Prepare & mail letters & other appropriate material to previous Sunday's guests
9. Prepare meeting agendas & attachments, as requested by pastor & church leaders
10. Produce & duplicate / publish flyers for upcoming events
11. Retrieve mail and sort to appropriate office mail boxes
12. Receive phone calls, take messages, and place messages in appropriate office mail boxes
13. Other duties as assigned by the pastor or elders

**Salary Range: \$10-15 / hour**

- Commensurate with qualifications & experience