

# Chapel by the Lake

## Office Assistant

### Job Description

**Hours:** 35 hours a week, Monday through Friday, work hours will be between 8:00a.m. and 5 p.m., scheduled by the Head of Staff

**Rate of Pay:** \$20/hour

#### Qualifications

- Embrace and fully support the mission of Chapel by the Lake, which is “to know Jesus and make Him Known,” and the doctrines of the Covenant Order of Evangelical Presbyterians
- Posses strong relational skills and demonstrate the ability to organize, recruit, and support volunteers.
- Able to implement and maintain organizational functional priorities.
- Be proficient, or at least familiar with and able to quickly gain proficiency, in Quick Books, Microsoft Office and other necessary software.
- Previous front office experience, with strong organizational and management skills.

#### Employment Guidelines and Expectations

- The Office Assistant will be the primary office presence for Chapel by the Lake acting as the hub of information for covenant members and the public.
- The Office Assistant will greet, assist, and/or refer visitors and callers to the appropriate place or person.
- The Office Assistant will report the Senior Pastor/Head of Staff.
- The duties of the Office Assistant include, but are not limited to the following:
  1. Perform routine office duties, such as distributing mail, ordering office and facility supplies, and attend staff meetings.
  2. Ensure that the church website content is up to date.
  3. Prepare the Sunday Bulletin.
  4. Coordinate the handling of the weekly offering/other income, payroll and accounts payable by designated staff, volunteers or outside service providers.
  5. Ensure that church records are kept and maintained. This includes, but is not limited to, Session minutes, covenant partner (membership) role, church directory and database, personnel records, financial records, and policy and procedures.
  6. Recruit and train office volunteers as needed.
  7. In coordination with the Administrator, implement a scheduling procedure and maintain a master facility use calendar for Chapel facilities.
  8. Coordinate the Facility Host program.
  9. Collect Log Cabin donations at least weekly.
  10. Perform other duties as assigned by the Senior Pastor/Head of Staff.