

Chapel in the Pines

Arnold, CA

Office Administrative Assistant – Part Time (Tuesday – Thursday 9:30 AM-3:30 PM)

Job Description

Reports To: Lead Pastor/Leadership Team

Summary: The primary function of the *Administrative Assistant*, in addition to meeting job expectations and performing specific duties, is to manage the Chapel Office to create an efficient and effective work environment and to maintain a friendly atmosphere.

Expectations:

- Perform routine clerical and administrative functions, such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files.
- Must have proficient working knowledge using Microsoft office programs such as Word, Excel, and Power Point.
- Must possess excellent communication/interpersonal skills and exercise discernment for confidential information.
- Handle phone calls and office visitors in a pleasant professional manner.
- Must be a self-starter, making decisions about areas of direct responsibility.
- Must be dependable, flexible, and attentive to detail and demonstrate a high moral standard and character.

Specific Duties:

- Use computers for various applications, such as database management or word processing, presentation and publication creation.
- Greet and provide assistance to office visitors.
- Answer phone calls and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper and/or electronic filing systems. Record, update and maintain documents and files, such as attendance records, correspondence, membership and mailing lists, and others as needed.
- Operate office equipment, such as fax machines, copiers, phone systems, etc., and arrange for service and repairs as necessary.
- Order office and other church supplies as needed.
- Respond to requests and provide support to Lead Pastor, staff, LT, and other ministry leaders, as necessary.
- Aids with Sunday Readiness – prints bulletins, prepares seatbacks, stocks welcome table.
- Aid in the preparation for Special Services including Weddings and Funerals.
- Provide office clerical support, including distributing mail, copying, and other help as directed.
- Prepare and file ECC and PSWC reports as necessary.
- Replenish materials in the Worship Center seat back pockets weekly as needed.
- Bulletin & Newsletter should be submitted for proof reading prior to printing
- Provides pertinent files to Web Services person by Thursday (e.g., Bulletin PDF, final Sermon Questions, etc.)

LT Approved 6-24-20

Revised Oct. 2024