



Job Announcement

Job Description: In-Person Office Assistant

Job Summary: The In-Person Office Assistant is responsible for overseeing the functions of the church office. The In-Person Office Assistant provides clerical support for the Pastor and assists with the following: production of church publications, updating and maintenance of church records, coordination of repair and maintenance of church property and equipment, coordination and oversight of church properties, and performs other duties as assigned.

Accountability: The In-Person Office Assistant reports directly to the Pastor/Head of Staff

Qualifications:

- A. Profession of faith in Jesus Christ
- B. High School graduate
- C. Proven background of experience as an administrative assistant in the office environment
- D. Skills in use of office equipment, a high level of computer literacy and general clerical skills
- E. Fluency in Microsoft Office Suite - Word, Excel, PowerPoint, Publisher
- F. Fluency in Google Suite - Gmail, Drive, GoogleDocs, YouTube
- G. Ability to meet deadlines and practice good time management
- H. Good communication skills: verbal and written, including e-mail and telephone etiquette
- I. Good interpersonal skills - able to interact well with people of diverse backgrounds: church staff and volunteers (lay people)
- J. Integrity - able to maintain confidences

Responsibilities:

- A. Serve as initial church contact for visitors, community members and lay people during the week
- B. Answer phone and relay messages to Pastor/Church Staff in a professional, timely manner.
- C. Organize/prepare weekly Sunday worship bulletin and annual congregational report per established timelines
- D. Field all church communications and relay to Pastor/Church Staff (mail, phone, e-mail)
- E. Coordinate use of church facilities by groups within and outside the church, requesting approval of property use from church Session as appropriate
- F. Coordinate church activities for smooth day-to-day operation of the church
- G. Maintain church calendar(s)
- H. Order and receive supplies and equipment
- I. Update church website and Facebook
- J. Monitor renewals and maintenance of office media, software, and hardware
- K. Coordinate volunteers, including monthly scheduling and processing and filing fingerprinting paperwork
- L. Maintain office files (hardcopy and electronic, including regular back-up of data)



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- M. Process incoming/outgoing mail
- N. Other duties as assigned by Pastor/Head of Staff

Core Competencies:

Enthusiasm and Compassion: Exhibits an upbeat attitude and a willingness to not only complete the task at hand, but to ensure that it is done well, correctly, and as the requestor or recipient wants it.

Trustworthiness: Exhibits the ability to maintain confidential information and to share such information only on an as-needed basis.

Interpersonal/Public Relation Skills: Utilizes the skill of active listening; openly accepts criticism and constructive suggestions; proactively resolves interpersonal conflicts; engages people positively with a demeanor of optimism.

Evaluation:

Performance reviews will be conducted annually by the Pastor as Head of Staff and the Session Personnel Committee. The Personnel Committee will annually review the adequacy of compensation.

Details:

- A. On-Site Assignment
- B. Location: Idyllwild Community Church (ICC), 54400 N. Circle Dr., Idyllwild CA 92549
- C. Work Schedule: 4 days per week, 20 hours per week. Likely schedule: Tues: 5 hrs. Wed: 5 hr., Th: 5 hr., Fri: 5.0 hr.
- D. Pay: \$15/hr. to \$16/hr., depending on prior experience and qualifications
- E. Successful applicant will need to clear Custodian background check, DOJ background check and fingerprinting

Contact:

To apply, please send a resume, including 2 – 4 recent references, to Paul Hert at pthert@verizon.net . If you are interested and would like further information, please contact Paul Hert.