



Office Administrative Assistant

(FOUR DAYS/28 HOURS PER WEEK)

This administrative assistant position is responsible for providing professional administrative support to the Church staff.

Ministry Area/Department	Administrative
Position	Administrative Assistant
Accountable To	Office Manager
Ministry Target	Church wide
Position Is	Paid part-time staff
Minimum Maturity Level	Growing, maturing Christian seeking to live all of life for Christ in a manner consistent with CEFC's values of growing in Christ, building others up, and being sent out to serve
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Experience in secretarial and administrative tasks • Computer literate (Word, Excel, PowerPoint, Outlook, and Publisher) • Strong organizational skills • Detail oriented • Pleasant phone manner • Can be trusted with confidential information • Strong commitment to excellence
Best Personality Traits	Professional • Dependable • Friendly • Discreet • Neat
Passion For	Serving others and achieving excellence in all that you do.

ANTICIPATED TIME COMMITMENTS

Tuesday - Friday / 28 hours a week

RESPONSIBILITIES/DUTIES

1. Answer door and phones; manage voice mail; welcome visitors in the Office
2. Assist people in filling out Mercy Ministry request(s)
3. Help with database entry and review
4. Manage CEFC email account
5. Ensure weekly bulletin is updated, printed, folded, and placed in Lobby
6. Check and restock coffee supplies and waters in Office
7. Get mail from mailbox and distribute to appropriate staff members
8. Check Office Forms and make copies as needed
9. Enter information from Student Ministry cards into database
10. Forward Mission emails to appropriate staff member, print Mission Newsletters and place in Lobby (update Missions spreadsheet)
11. Track and order communion supplies as necessary (cups/gluten-free wafers)
12. Forward prayer requests to the prayer chain
13. Responsible for Facility Use reminders and creating and tracking FOBs for rentals
14. Review CEFC website and app for errors
15. Work with Hospitality Ministry Leader and order Hospitality supplies as needed
16. Prepare and print baptism certificates; update individual's record accordingly in database
17. Monitor postage stamps and reorder as necessary
18. Assist with mailers and special projects
19. Additional tasks and duties as assigned