

Office Assistant

Purpose:

The Office Assistant works with the Church Office Manager to ensure effective office operations; maintain and update the Church's website and social media; help create a welcoming environment within the Church office; and assist in completing office projects as directed by the Office Manager and Pastoral staff.

This is a part-time non-exempt position.

The typical hours worked per week is 16 hours.

This position helps further the religious mission of the Church and, as such, full support of the purpose, Constitution, and Bylaws of FBC Bangs is a condition of employment.

Job Duties:

1. Provide administrative assistance to the Senior Pastor and other Church staff.
2. Regularly generate and publish social media content (website, Facebook, etc.); ensure published information is accurate and up-to-date.
3. Assist in maintaining Church's membership database, attendance, and Sunday school records.
4. Answer phones and help create a friendly environment within the Church Office.
5. Publish and disseminate the Sunday Church Bulletin, Wednesday Night Announcements and prayer letters, Church Newsletter, and other written materials as needed.
6. Assist the Pastoral staff and Office Manager with regular correspondence.
7. Other general office duties as assigned by the Office Manager and Pastoral staff.

Qualifications:

1. Must have the physical ability and skills to perform office related tasks; able to lift items weighing up to 35 lbs.
2. Good copywriting skills.
3. Able to design digital and print materials in Canva, Adobe Acrobat Pro, and Microsoft Publisher.
4. Good verbal communicator.
5. Self-motivated; deadline oriented; able to work independently, and on occasion fill-in for Office Manager.
6. Dependable and trustworthy; must exercise confidentiality and courteous behavior.
7. Display good Christian character at all times.
8. Working knowledge of: Microsoft Word & PowerPoint; Canva; Adobe Acrobat Pro; Facebook (and other social media platforms as needed).

Accountability:

1. The Office Assistant directly reports to the Church Office Manager.
2. The Office Assistant is expected to: 1) courteously engage with office guests and Church members, 2) be a team player, and 3) work in cooperation with other Church staff and Ministry leaders within the church.

3. Periodic reviews will be provided by the Church Office Manager to offer feedback and encouragement, enhance effectiveness in the ministry, and promote personal development.

Note: *This position has a 3-month probationary period upon being hired. During this period, ongoing assessment and review of the employee will be made by the supervisor. Prior to the completion of the first 3 months of employment, the employee will be notified of continued employment or release. Additionally, a background check will be conducted prior to employment.*