

Office Assistant Job Description (2021)



Ministry Goals

Assist the Facilities Coordinator in the operation of the church office, primarily in the areas of:

- Reception
- Volunteer coordination
- JAM Kids Ministry (min. 5 hr/wk)

This covers a variety of tasks (e.g. administration, phone calls, curriculum development, etc.) and would involve support to all pastoral staff as required.

Responsibilities

1. Office Operations
 - a. Reception – maintain a warm and friendly “public face” of the church, both on the phone and in the office.
 - b. Assist the Facilities Coordinator to maintain records and supplies, as well as the management of rentals & facilities.
2. Communication
 - a. Coordinate volunteers
 - b. Ensure effective lines of communication with church and community
3. JAM Kids Ministry Assistance
 - a. ‘Safe Kids’ administrative coordination of all aspects of the volunteer screening requirements.
 - b. Assistance with multiple platforms of curriculum preparation and dissemination (online, onsite, at home kits, kid packs).
4. Other Administrative Duties
 - a. Attend staff meetings as required
 - b. Other related responsibilities as assigned

Work Conditions

This position is a part time contract for 3 workdays/week (@ approx. 8 hr/day).

Skills & Qualifications/Abilities

- Eagerness to cultivate a friendly and warm atmosphere while communicating with a high volume of people
- Proficiency in digital environments, especially Microsoft Office and Google Workspace
- Ability to set priorities and juggle multiple tasks

Personal Qualities

- A personal relationship with Jesus Christ
- Able to work with a team to achieve collective goals
- Able to maintain strict confidentiality
- Personal integrity, self-motivation and positivity in the fulfillment of responsibilities
- Willingness to learn new tasks and functions
- Ability to recognize needs (even small details), and the willingness to get it done
- Supportive of Cochrane Alliance church leadership; able to maintain solid working relationships under that leadership

Team Structure

The staff of Cochrane Alliance is a collaborative team environment. The Office Assistant will work under the direction of the Facilities Coordinator and Children's Ministry Pastor and be accountable to the Lead Pastor.

Application Process

If you are interested in this position, please contact Mike Poettcker at mike@cochranealliance.com and include the following:

1. Cover letter including a brief testimony of your faith in Christ and why you are interested in this position
2. A resume which includes a description of your training, experience, skills and abilities

Please Note:

You will only be contacted if your resume is being considered.

The posting will stay open until a suitable candidate is found.

Intended Start Date: ASAP