



Job Title:Part Time Office Assistant

Division: Administration

Reports To: Executive Pastor of Operations

FLSA Status: Non-Exempt

Approved Date: 5/2/19

Job Summary

The Office Assistant serves as administrative support to Bethel Staff.

Essential Duties and Responsibilities

- Assisting the Pastors with correspondence, file compilation, and calendar.
- Verifying and composing pastoral correspondence to include external correspondence, team opportunities and letters of appreciation.
- Answering phone calls and creating a welcoming atmosphere in the front office for guests and staff.
- Assisting attendee related events such as births, deaths, hospitalizations, weddings, etc...
- Maintaining and updating the church contact and mailing lists, to include preparing bulk mailings.
- Coordinating the ordering of office supplies and maintenance of church office equipment.
- Coordinating and tracking of large church events or ceremonies.
- Serving as the point person for the Annual Report and Business Meeting by preparing, organizing, and planning the meeting.
- Preparing and printing the weekly worship guide.
- Coordinating building usage for ministry, small groups, and community events.
- Assure that Mail is received and sent on daily basis.
- Coordinate prayer requests.
- Performing other duties as assigned.



Minimum Requirements

- HS Diploma or GED required, 2 years Associate Degree preferred.
- Working knowledge of office operations and two years of progressively responsible work involving planning and organizing the workflow of an office.
- Proficiency in typing and Apple / PC Computer office software.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment

The work is performed in an office setting.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Pre-Employment/ Internal Promotional Requirements

The applicant will undergo a background investigation and interview process.

Job Description Acknowledgment

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the church without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

Employee Name _____ Date _____

Employee Signature _____