**Job Description Draft**

**Office Assistant**

**Reports to:** Parish Administrator 1/25/22

**Status:** Part Time (15-25 hours):

Two days in office, Two days work from home

**FLSA:** Non-Exempt

**Job Summary**

The office assistant provides administrative support to the congregation by responding to congregational needs, compiling worship materials for weekly worship, assisting the pastor and other staff in producing digital and print materials, and offering basic administrative office support. Takes the lead in producing most of Trinity’s digital and electronic communications.

**Essential Functions**:

* Assist congregational and community members (including receiving financial assistance requests) when working from the office by responding to in person visits, answering phone calls, and responding to emails in a timely manner
* Compile and publish weekly worship bulletins and other printed materials using Microsoft Suite and Google Suite.
* Make sure worship videos and audio recordings are edited, saved, and posted online using Adobe Primere Pro, YouTube, Format Factory, and Facebook
* Maintain church’s website on WordPress and social media presence
* Develop images for church’s graphic design needs in Canva
* Create church’s digital communications in Mailchimp
* Maintain congregational database Church Community Builder
* Prepare mailings and other ministry supports as needed
* Order office and ministry supplies, and maintenance of office equipment when working from the office

**Other Responsibilities**:

* Participate in staff meetings (mostly on zoom)
* Assists the Parish Administrator with communications, research, and projects as need and time allows

**Job Description**

**Office Assistant**

**(page 2)**

**Minimum Qualifications:**

* 2 years’ experience as an administrative assistant, preferred in a church setting
* Demonstrated ability to multitask and manage time effectively
* Experience with some of the software platforms in Essential Functions

**Core Competencies:**

* **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
* **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
* **Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
* **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
* **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.