

Job Description

Job Title:	Office Administrative Assistant/Receptionist
Departments:	Administration
Status:	Regular Part-time, nonexempt/hourly
Hours:	16-24 hours per week
Special Considerations:	Child Abuse, FBI and PA Criminal Background Clearances
Schedule:	Determined by supervisor
Supervised by:	Pastor of Administration
Supervises:	Production Volunteers

Position Summary:

The Office Administrative Assistant's role is to provide administrative support to a variety of ministries and departments by performing overall administrative duties and managing tasks and projects specifically related to office productivity and other church-wide activities.

Characteristics:

The person in this position is to be a person who exhibits a vital, healthy, and growing relationship with Jesus Christ and is committed to the vision, mission, and leadership of Hopewell. This person will always strive for excellence, be of the highest moral character; be cooperative, teachable, and fully committed to unity in the workplace.

Qualifications:

1. Possesses education or training or both that has adequately prepared her or him for this position.
2. Experience in a similar position and a proven record of dependability and skill.

Skills:

1. As the first face guests will meet during the week, this person must demonstrate stellar interpersonal skills including: communication (listening, speaking, writing), teamwork/team building, conflict management, and Christian nurture (encouragement, forgiveness, support, and confidentiality).
2. Has excellent computer skills including word processing, publishing software and web-based solutions.
3. Has excellent phone etiquette and demonstrates exceptional "customer" service.

4. Must be highly organized, able to multitask, and good at time management.
5. Must be a strategic thinker, able to contribute to planning, task analysis, and implementation of plans.
6. Must be open to additional training and the skill development necessary to maintain excellence in this position.

Duties and Responsibilities:

1. Receive visitors/answer phones/general office duties.
2. Manage facility reservations for non-church events.
3. Assist with managing requests for use of facility for special events made by regular attenders and partners.
4. Manage Partnership roles with Pastor of Discipleship.
5. Maintain facility keys & security codes.
6. Act as primary contact with plowing/snow removal contractor.
7. Oversee office equipment maintenance and supplies.
8. Maintain inventory of "borrowed" items.
9. Attend all staff and department meetings as needed.
10. Cemetery administration. Includes meeting with individuals who want to purchase lots, issuing agreements with an embossed seal, maintaining a plot plan, upon someone's death, contacting the cemetery team to mark off the burial site and communicating with funeral directors, in support of the Production/Events Coordinator.
11. Provide administrative assistance for church-wide special events.
12. Coordinate meals and other misc. needs exceeding the capacity of small groups.
13. Any and all other duties inherent to this position along with providing general ministry/office support as needed including cross-training and assisting with special projects as needed.
14. Provide administrative support to Men's and Women's Ministry leaders.
15. Communicate prayer requests to the prayer team and print Thursday list.
16. Schedule rooms and ensure resources are provided for all adult Classes including Belong.