

## Expectations

- Must be a Christian and represent not only First Christian Church but Jesus Christ Himself and demonstrate real love and concern for all people
- Be helpful and happy to serve our congregation and community
- Maintain a courteous and friendly demeanor when dealing with the public, co-workers, and church volunteers
- Be pleasant, discreet, tactful, and capable of honoring confidential communications
- Possess good telephone and communication skills
- Able to deal with various types of personalities, both on the phone and in person, in a professional manner
- Manage one's own time to effectively complete tasks in a timely manner
- Communicate effectively in writing as appropriate for the needs of the audience

## Duties

- All normal office duties including but not limited to:
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs
- Hub for communication and holder of the church knowledge, receive and send notifications to the appropriate parties
- Serve as the assistant to the pastor and youth minister for duties related to church business
- Event promotion through email, flyers, etc.
- Potential social media
- Bulletins, Newsletter, Newsletter Calendar
- Maintain directory of church members
- Attend monthly church board meetings
- Special projects as assigned
- Church finances
  - Payroll
  - Deposits
  - Taxes
  - Monthly treasurer's report
  - Scholarships
  - Etc.

## Salary

Start \$14-\$16/hr