Job Title: Office Assistant

Position Type: Part Time – 20-25 Hours Weekly - Non-Exempt/Hourly

Supervisor: Senior Pastor

**Job Description**

**Front Office**

* Answer phone and direct calls
* Greet and screen visitors
* Maintain office supplies
* Congregational mailings as needed
* Work with vendors to schedule appointments

**Record Keeping**

* Keep attendance/communion records
* Maintain accurate member information in Shepherd Staff
* In collaboration with Board of Witness and Outreach, coordinate follow up with visitors and new members

**Food Ministries**

* Distribute Food Pantry orders
* Fill in for Food Pantry volunteers
* Keep Free Pantry stocked

**Volunteer Coordination**

* In collaboration with staff and boards, assist with recruiting and scheduling volunteers for worship, outreach ministries, and special events
* Keep sign ups and bulletin boards up to date

**Accountability and Collaboration**

* Work collaboratively with the Senior Pastor, Office Manager, and programmatic staff
* Work collaboratively with Church Council and relevant boards

**Additional Notes**

* Office hours are to be mutually agreed upon by the Office Manager and the Senior Pastor
* All over-time must be pre-approved in writing by the Senior Pastor

*Last Updated 1/15/25*