

Elim Church
Office Assistant Job Description
(10:00AM-2:00PM Monday-Thursday, Sunday 9:30AM-12:00PM)

PURPOSE: Provide administrative assistance and ministry support for Elim's pastoral staff. The Office Assistant is the initial contact person and source of general information for church members and the general public. Maintain and coordinate the daily flow of people and information and the schedule of activities at the Elim church facility.

QUALIFICATIONS:

Friendly, flexible and diplomatic people skills
Strong organizational skills
Excellent English communication, composition, spelling, editing and punctuation
Strong administrative skills; good at multi-tasking and prioritizing projects
Good discernment and wise judgment with the ability to maintain confidentiality
Excellent computer skills

PREFERRED SKILLS:

Familiarity with computer software: MS Windows, Word, Excel, Publisher, and Outlook.
Experience with a database and Access would be helpful.
Proficiency in the use of standard office equipment: copy machine, folding machine, FAX, printers.

JOB RESPONSIBILITIES:

- Manage phones and outside doors: screen and route requests and provide information; keep up-to-date list of key holders and provide/check-in keys as needed; assign/change door code as needed; maintain voice messages and voice mailboxes.
- Manage mail: sort, open and distribute incoming mail; prepare bills/invoices for bookkeeper; process outgoing mail, including bulk mailings; prepare monthly birthday cards for congregation
- Manage email: read, reply to and forward emails as well as messages from the church website; as email address changes come from members of the congregation, make the change in the database
- Manage/book Pastoral appointments for scheduled in-office meetings.
- Manage church records: ensure that the Assistant Recording Secretary is aware of births, deaths, new members, baptisms, weddings, transfers in and out, etc. (include that info in the computer database as needed); prepare certificates for baby dedications, baptisms, and membership; update database for visitor, membership, and mailing lists; receive and file leadership team and church business meeting minutes; track attendance; prepare visitor reports; maintain files for insurance policies and contacts; periodically print out directory for Elim regulars.
- Pastoral Care Ministry & Events
 - Pastoral Care (Prayer requests and Prayer Web, prayer notes)
 - Deaths and Funerals (Follow procedures to cover funeral preparation.)
 - Weddings (Coordinate application process and scheduling of weddings of members/attendees of Elim and the four other churches.)
 - The Unlimited, Kidz Klozet, and Hope Avenue: receive donated clothing and goods, and provide information (receipt of donations, etc.) to donors or interested parties

- Prepare weekly staff reports: visitor information, attendance, prayer requests, information requests, weekly schedule
- Manage email church communications: Prayer Web, Newsflash!, emailed bulletin and Forecaster; maintain website calendar
- Oversee Elim church email/groups: manage Elim’s Google Apps account (providing staff with personalized email, as well as creating groups for target communication between staff or between various church groups)
- Maintain church calendar: manage the listing of events and activities on the master calendar of Elim, Abbey Way, Tree of Life, in addition to other groups using the building; receive and process facility requests; provide incoming groups with keys (when necessary), as well as church-use guidelines
- Use HVAC software to set temperatures throughout the building: set schedules so that groups meeting regularly and one-time groups have comfortable meeting spaces
- Manage office finances: receive payments for facility use, weddings, funeral expenses, etc. and assign appropriate account number coding; submit check requests as needed; maintain petty cash; track memorial funds and respond to donors as needed
- Order supplies: order all office supplies (paper, pens/pencils, envelopes, stamps, etc.) in sufficient quantities, as well as mailing supplies, offering envelopes, coffee and specialty coffee supplies for Sundays, and other items members of the congregation need for their ministries
- Act as go-between: many church communications include a phrase similar to “let the church office know, if...”; as these communications come in, forward the responses onto their intended recipient

MISCELLANEOUS:

- Organize/maintain office reception area and church common areas
- Order flowers. Water any plants in the church as seasonal/holiday decoration
- Oversee checkout system for vans/keys
- Maintain/replace/lease office equipment
- Update office files and subscriptions.

SALARY RANGE:

Hourly pay commensurate with experience and expertise.

APPLICATIONS:

Submit cover letter and resume online to jobs@elimchurch.com or print version to Jobs, Elim Church, 685 13th Ave. NE, Minneapolis, MN 55413. We’d like the individual to start work as soon as possible. Elim reserves the right to hire at any point in the application process.

Elim Church employs qualified individuals regardless of race, color, national or ethnic origin, age, gender, or disability. Individuals must be able to perform the essential functions of the position with or without reasonable accommodations.