



Office Assistant Job Description

Position Title	Department/Ministry
Office Assistant	Operations
Supervisor Position Title	Work Location
Director of Operations	Main Campus
Position Classification	Employee Status
Non-Exempt	Regular Full-Time

Position Summary:

The Office Assistant is the key administrative support for the County Line Church of God and its ministries. This position serves as a host to the office, provides oversight for office needs, and helps support the broader mission of the ministries of the church. The Office Assistant is the encouraging and uplifting first impression of County Line to those who visit in person or call during the week.

Essential Duties and Responsibilities:

- Provide a welcoming atmosphere for guests of County Line during the week which includes ensuring that guests are greeted, security procedures are followed, and areas are well maintained during the week.
- Oversee the office technology systems and equipment including copiers, phones, and basic computer knowledge. Staying up to date on new technologies and needs.
- Provide oversight to purchasing church supplies and ministries. This will be completed with an attempt to ensure as much cost savings as possible.
- Administer and provide oversight for church-wide software and databases. This includes being able to train others, staying up on the latest upgrades or changes, and establishing best practices.
- Ability to manage church resources and inventories such as keys, vehicles, and other church items.
- Collaborate with Campus Administrative Assistants as needed.
- Provide assistance to the various ministry leaders including assistance with special projects and scheduling.
- Provide assistance to the Director of Operations as needed.
 - Assist with Facility Rental and Usage details and planning.
 - Research projects as needed.
 - Complete administrative tasks such as creating labels, mail merges, etc.

- Assist the Bookkeeper as needed.
 - Assisting the Bookkeeper with data entry.
 - Process payments for accounts payable in the billing system.
 - Provide filing and other administrative assistance on projects.
- Ability to provide leadership to volunteers or part-time employees to help complete tasks. Will take initiative to help schedule, plan projects, and coordinate with other ministries to ensure the best use of the volunteer's time and talents. This may include helping to schedule workers or volunteers for various projects at the church such as funeral dinners, events, etc.
- Provide assistance in completing housekeeping tasks as needed to ensure a strong first impression.
- Ability to solve and assist with problems or special projects.
- Ability to work within a budget to complete tasks including securing the best pricing options.
- Willingness to serve various ministries of the church to reach the overall church mission.

Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

- 5 years of related experience and/or training preferred
- Equivalent combination of education and experience

Knowledge and Skills:

- Well-organized self-initiator who is capable of interfacing with all levels of the church staff and congregation in a cheerful and professional manner.
- Ability to handle confidential information with discretion and without conflict.
- Ability to balance multiple projects without changing priorities and timetables.
- Ability to exercise creativity, discretion, and sound judgment without close supervision.
- High attention to detail to ensure accuracy in project completion.
- Strong interpersonal skills towards staff, congregational members, and parties outside the church.
- Good written and verbal communication skills to manage incoming and outgoing mail, emails, and phone calls in a professional manner.
- A high level of comfort with technology is required. Strong capabilities with Google and Mac products preferred.
- Can conceptualize their work as ministry and verbalize the function of the job as a ministry.
- Expected work week Monday-Friday with typical hours from 8 to 4 p.m.

Licenses, Registrations, and Certificates:

- Current driver's license
- Preference for Administrative Assistant endorsements, credentials, or experience

Spiritual Requirements:

- Regular involvement in County Line Church activities and events.
- Living out and ability to signed acknowledgment of County Line Church's Statement of Faith and Staff Lifestyle Agreement.
- Signed acknowledgment of policies and procedures as stated in County Line's employee handbook.

Physical Requirements:

- Has the ability to function independently.
- Has the physical ability to lift 25 pounds (with or without assistance).
- This position may also require long periods of standing up and walking.

To apply, please send your resume to Allison Carnahan, Director of Operations, at acarnahan@countylinechurch.org.