



Job Description

Title: Office Assistant
I Report To: Administrative Director
Category: Administration
Last Updated: December 2025
Pay Range: : \$17.13 - \$23.00 / hr

About the Office Assistant:

The Office Assistant provides vital administrative and clerical support to the staff and ministries of Victory Faith, helping the church operate smoothly and serve its members effectively. This role manages front-office responsibilities such as answering phones, greeting and directing visitors, processing mail and packages, and coordinating appointments and basic communication on behalf of staff. The Office Assistant also supports events and day-to-day ministry operations through data entry, organizing records, managing supplies, and assisting with travel and logistics as needed. Throughout all duties, this position is expected to demonstrate a Christ-like, servant-hearted attitude, maintain strict confidentiality, and represent the values and culture of Victory Faith in every interaction.

Experience and Knowledge Required:

- High School diploma or associate's degree.
- Have a valid driver's license.
- At least one year of administrative experience or support role in a related field.
- Warm personality with strong communication skills.
- Ability to write clearly and help with word processing when necessary.
- Ability to work well under limited supervision.
- Ability to understand and follow specific instructions and procedures.
- Ability to quickly learn and excel in the use of technology.
- Ability to handle matters with confidentiality and respect.
- Proficiency in Word and Excel or comparable program like Pages and Numbers.

Essential Functions and Responsibilities:

- Answering and directing phone calls and emails.
- Periodically provide prayer and comfort over phone or in-person to visitors as requested.

- Greeting visitors and organizing appointments.
- Arranging and booking travel needs for Lead Pastor and staff.
- Correspondence on behalf of Lead Pastor and staff as needed.
- Conference, guest speaker, and special event support (e.g. baby dedications, baptisms).
- Signing for, organizing, and notifying staff of packages that arrive.
- Incoming and outgoing mail processing.
- Transport of all deposits to the bank in a timely manner.
- Collecting and organizing credit card receipts for book-keeping purposes.
- Weekly supply runs to stock Green room, Conference room, volunteer room and cafe.
- Organizing and supplying the main office, green room, conference room, and volunteer room..
- Planning of monthly staff lunch and assistance with organizing annual staff retreat.
- Data entry for various church departments including volunteer sign ups and connect cards.
- Assisting ministries and department staff in their duties as needed.
- Maintaining all records pertaining to VF membership process and directory updates.
- Sending emails to update/inform staff as needed.
- May run various routine errands, as required, for church ministries and staff.
- Establish, maintain, process, and/or update files, records, and/or other documents.
- Other duties as directed by the Administrative Director or Lead Pastor.
- Attendance at weekly staff meetings.
- Occasional travel for conferences.

Attributes:

- Christ-like, servant heart
- Devoted to the call of God and the vision of Victory Faith
- Operates with a spirit of excellence
- Fun, enjoyable, and comfortable interacting with people from all walks of life
- Loyal and trust-worthy, able to handle confidential matters with discretion
- Enthusiastic and engaging demeanor and attitude
- Team player but able to work independently
- Attention to detail and well-organized