



City Ministries
Job Description

(July 2021)

Office Assistant

I. POSITION DESCRIPTION

Provides centralized office services and communications by implementing administrative systems, procedures, and policies; and monitoring administrative projects. Coordinate space and office organization; purchase and manage supplies and equipment. Maintain centralized records and databases and provide support for Executive Director and key department managers as needed. Greet visitors and callers, route and resolve information requests.

II. RESPONSIBILITIES

- Provides information by answering questions and requests serving as central point of contact for Churchome departments and other partners.
- Maintains central calendar and primary interface with departments of Churchome.
- Maintains continuity of work operations by documenting and communicating needed actions to management; mail distribution; discovering irregularities.
- Key support for fundraising
- Maintains rapport with customers, managers, and staff by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.
- Primary purchasing agent and manager of supplies budget.
- Primary contact/central phone number for City Ministries.
- IT trouble shooting and Liaison with contracted providers.

City Ministries may also assign other duties or responsibilities, in its sole discretion.

III. EMPLOYMENT STANDARDS

Education/Experience: (Examples below)

- Bachelor's Degree preferred or equivalent experience in office management or related field
- 2 years of experience in working in an office administrative capacity.
- Excellent written and verbal communication skills
- Ability to see, articulate and implement the vision of City Ministries
- Can anticipate, enjoy and thrive in a rapidly changing, fast paced environment

Skills:

- Organizational Astuteness, Managing Processes, Process Improvement, Reporting Skills, Change Management, Coaching, Client Relationships, Supports Innovation, Developing Standards, Administrative Writing Skills situational leadership and communication skills
- Supervisory Experience helpful
- Strong organizational and time-management skills and pursuit of excellence through attention to detail
- Proficient in Microsoft office suite required. Must be technology savvy with internet and social media.
- Able to lift 25lbs

Work Status: Part-time, Benefits Included, Availability for working remotely

Supervisor: Executive Director & Program Manager

Staff Supervision: None

Employees of City Ministries must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the other manuals and directives, as revised by City Ministries from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by City Ministries at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and City Ministries.