

Job Title:

OFFICE ASSISTANT– Part time, Church Office

Description:

The Office Assistant provides clerical and administrative support to the Pastor and occasional administrative support to designated church committees.

Education:

Minimum Qualification: High School Diploma plus two years' experience in an office setting.

Preferred: Associate's Degree in Secretarial Science; or Certification from recognized Secretarial School plus one year's experience in an office setting.

Skills Required:

- a. Typing with adequate speed and accuracy; and transcribing ability
- b. Strong computer skills, with proficiency in Microsoft Office Suite and Quickbooks
- c. Proficiency in use of office machines (copier, fax machine, scanner, etc.)
- d. Organizational skills
- e. Good command of English composition and punctuation; and ability to proof-read documents

Typical tasks include:

- **Receive, sort and** distribute mail, packages and correspondence to the Pastor
- Answer incoming calls; retrieve messages; reply to email
- Set up weekly Church bulletin/program
- Assist with Church Newsletter
- Keep accurate church records
- Assist in the compilation of annual Church Charge Conference Booklet
- Assist in the compilation of other church documents as directed by the Pastor
- Organize office – filing and organizing of folders; filing of routine paperwork.

Requirements of the position:

The successful candidate will be able to:

- Appropriately handle confidential information
- Work independently without supervision
- Understand and assist with complex issues, relationships and people
- Wakefield Grace UMC's theological heritage is Wesleyan. A professional appearance suitable for a Christian Church office; a work ethic and accountability in accord with Wesleyan teachings are expected in the office.

Salary, Benefits and Other Requirements

Contracts for employees are renewed each calendar year. Wakefield Grace UMC's procedure for new employees is that the first six months are probationary, during which time employees are evaluated after 90 days and then at the end of six months.

Thereafter employees agree to participate in an annual evaluation, which takes place in advance of finalizing the contract for the following year.

Salary is \$17.50 per hour.

Hours per week: 16 (Monday through Thursday)

After the completion of one full year's employment, employees are entitled to one week's paid vacation and one week's paid sick leave, and other leave in accord with the laws of the State of New York.

To Apply:

o apply, please send a resume and cover letter to Pastor Laurel Scott at **joyinmysoul@gmail.com**