

Job Description

Office Assistant

Job Title: Office Assistant (OA)
Based at: Brixington Community Church
Report to: Minister/Church Administrator
Rate of pay: £8.21 per hour
Hours of Work: 9 hours per week/3 days (Mon; Wed; Fri)

Job purpose: To provide administrative and secretarial support for the Church.

Primary duties:-

1. Answer telephone calls, deal with enquiries and requests including answer phone messages and handle them as appropriate.
2. Welcome all visitors and assist where necessary.
3. Organise and maintain Church diary.
4. Organise and produce weekly Church notices.
5. Co-ordinate all lettings requests and deal with them appropriately.
6. Maintain and manage the Church website and Social Media account.

Other duties include:-

1. Maintain office systems including data management and filing.
2. Deal with incoming email and post and forward to appropriate person.
3. Liaise with leadership team, church membership, suppliers and other staff.
4. Circulate relevant information as required.
5. Manage Church database (Members, fringe people, and new people).
6. Set up and maintain a good computer back up procedure for the AA's computer.
7. Co-ordinate, maintain and order supplies as appropriate (Paper, toner, stationery).
8. Maintain and manage all Notice Boards - ensuring they are relevant and kept up-to-date.
9. Ensure a good supply of information leaflets and that they are kept up to date.
10. Research costings for supplies and equipment and present findings.
11. Typing as required.
12. Prepare printed order of services when required.
13. Send welcome cards to new people that attend Church.
14. Prepare blank Attendance and Apologies sheets for church meetings.
15. Send out cards as required (Birthdays, Anniversary, Baptism, Get well etc.).
16. Maintain master music file and prepare copies of new music for worship team.
17. Carry out other duties as requested.