



Overlake Christian Church Job Description

Job Title: Administrative Assistant
Department: Care Ministry
Reports To: Care Ministry Pastors
FLSA Status: Part Time Non-exempt
Prepared Date: July 21, 2010

SUMMARY

Provide support to the Care Ministries, Celebrate Recovery, Biblical Counseling, Funerals/Memorials and Weddings. Scheduling appointments, assisting and coordinating work done by ministry volunteers, providing information to callers, and otherwise relieving pastors of clerical work and business details by performing the duties listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

CELEBRATE RECOVERY

- Running weekly material
- Entering attendance into F1
- Maintaining information in F1
- PO/Check Requests
- Room scheduling/media
- Ordering banquet supplies
- Ordering CR supplies

COUNSELING

- Scheduling counseling appointments (contact counselee & counselor to coordinate appointment time)
- Pull & file folders (daily)
- Keep supply of counseling applications at all locations
- Scheduling rooms for counseling appointments
- Preparing files for new counselees
- Phone calls & email from counselees and counselors
- Room requests for counseling classes
- PO/Check requests, as needed
- Counselor retreat (yearly)

ROUTINE ADMIN DUTIES

- Schedule appointments
- Phone calls
- Other duties, as needed
- Maintain F1 information
- Reception Coverage

MEMORIALS

- Meet with Drew & families to plan memorial & reception
- Room/set up/media requests
- Order banquet supplies/tablecloths
- Day of memorial help set up
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- Help with set up of reception, as needed

PRAYER MINISTRY

- Forwarding email prayer requests to prayer chain
- Corresponding with prayer chain by email
- Receiving phone prayer requests sending to prayer chain Forward prayer requests to Pastor from Fellowship One (each week)

SUPPORT GROUPS

- Schedule rooms
- Media requests
- Order or run materials
- Contact with leaders
- Bulletin & web site info

CLASSES

- Schedule rooms
- Order/prepare materials
- Media requests
- Bulletin articles & web site info

AID & ASSISTANCE

- Process applications for interviewers
- Review applications with Larry
- Prepare check requests
- Phone calls
- Run application/keep available at all locations
- Ordering gas cards

WEDDINGS

- First contact – phone calls or email
- Provide scheduling & fee information
- Schedule weddings/receive room deposit & fees
- Room requests
- Provide wedding info to coordinator's
- Submit wedding/reception set ups
- Work with coordinator's, as needed

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. **ALL** of these areas require someone who is able to multi-task. Must be flexible with schedule as things come up that have to be handled. Daily schedules can get changed very quickly!

Education and/or Experience - High School Graduate, college a plus. Requires a minimum of 3 years strong administrative assistant experience.

Abilities - able to function independently, self-directed and motivated. Must be discerning, caring and have a desire to serve the Lord. Ability to work with multiple people, projects etc., multi-tasked individual, systematic, quick, organizational and people skills a must. This person needs to possess the ability to remain calm, peaceful and maintain a professional temperament. This position requires a high level of confidentiality.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer skills - must be proficient in basic computer skills Windows 7. Knowledge of Word, Excel, Outlook a must. Knowledge of PowerPoint and Publisher a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position may have extended periods of time sitting. Working with people during very emotional times of their lives.

WORK ENVIRONMENT

The work environment is a typical office environment. There are times that you will receive interruptions, additional projects when you least expect it, but can be very structured with the right individual. Each position on our staff needs to be an encouragement to those around us in order for the work we are called here to do to be successful.