

Office Assistant

Part-time Employee. Hourly.

Purpose

To support the administrative needs of the office and general ministry team along with coordination of reception and deliveries and general office responsibilities.

Directly Supervised By Senior Associate Pastor of Discipleship

Cornerstone Leadership Structure: Every employee of Cornerstone serves at the pleasure of, and under the supervision of, the Lead Pastor, Dr. Bill Curtis. Additional supervision is delegated by him to others. An Office Assistant may receive specific work direction from any member of the Pastoral Team, but formal direct supervision of this position, begins with Pastor Keith Thompson. See below...

❖ Dr. Bill Curtis, *Lead Pastor*

➤ Dr. Cky Carrigan, *Executive Associate Pastor of Administration and Small Groups*

■ Keith Thompson, *Senior Associate Pastor of Discipleship, Next Gen Team Leader*

● Office Assistant

Summary of Responsibilities

The Office Assistant has the satisfaction of knowing he/she is contributing to the overall ministry of Cornerstone Baptist Church, serving as a ministry team member by executing office and administrative tasks and providing a friendly and inviting, front-desk presence for members, guests, and the community.

Support Senior Associate Pastor of Discipleship in Administrative Responsibilities

Assist senior associate pastor in administration of the ministry and other Next Gen Team responsibilities (e.g. budgeting, payment processing, promotion, media, communications, calendaring/scheduling).

- Assist in preparation of annual financial plans.
- Assist in planning and coordination of Next Gen and Discipleship Ministries.
- Schedule resources based on approved calendar for upcoming events.
- Maintain church database and volunteer information.
- Additional duties as required to support the overall ministry of Cornerstone and the Next Gen Team.

Support General Administrative Needs of Office

Assist in securing and maintaining office resources and completing general office tasks.

- Maintain office supplies and overall condition of office.
- Assist in and support completion of general office tasks, such as printing, cutting, and laminating.
- Assist in media production and preparation of mailings.
- Coordinate interoffice communications and resources.

Coordinate Reception and Package Delivery

Assist team in planning and coordinating phone coverage, receiving office guests, and accepting mail/packages.

- Coordinate with ministry assistants to maintain telephone coverage and quality reception practices.
- Receive office guests, answer inquiries, and redirect as appropriate.
- Receive daily deliveries and manage interactions with delivery companies.

Qualifications

- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience
- Preferred member of Cornerstone Baptist Church or willing to join Cornerstone
- Committed to the Exit 137 Values
- Ability to relate well to members, guests, and visitors.
- Quality telephone and reception skills
- Excellent organizational and administrative skills
- High attention to detail and accuracy
- Strong verbal and written communication and interpersonal skills (a “people” person)
- Self-motivated with ability to function effectively without constant supervision, as well as work cohesively within a team environment
- General awareness of office equipment, technology, and methods
- High school diploma or equivalent
- Proficient in Mac-based software (MS Word, Excel, Outlook, etc.)
- Physical capacity to fulfill particular job requirements