



**Posted February 27, 2023**

## **Office Assistant**

**Community Evangelical Free Church (CEFC)**

### **Job Description**

Accountability: Report directly to the Senior and Assistant Pastors.  
Status: Part-time  
Hours: 21 hours/week, 4 days/week (Monday-Friday)  
Location: Platteville, WI

### **POSITION SUMMARY**

Support the vision and mission of Community Evangelical Free Church by assisting in communicating and coordinating administrative duties related to church ministry and other office organization.

### **QUALIFICATIONS**

Must be a person of high Christian character, wise in handling people, possessing administrative skills, able to give attention to detail, self-directed, ability to multi-task, be committed to establish and maintain good interpersonal relationships, teamwork, and support of church ministries.

Should demonstrate proficiency in computer skills; including Microsoft Office: Word, Publisher, PowerPoint and Excel as well as an aptitude for learning specific to the job computer programs (Tithe.ly, etc).

Must have a commitment to confidentiality regarding all matters.

Previous experience with similar positions is preferable.

Must be in agreement with [CEFC Statement of Faith](#)

### **PROFESSIONAL QUALITIES**

- Computer skills (Google Suite, Microsoft Office: Word, Publisher, PowerPoint and Excel)
- Good organizational skills and exceptional attention to detail—responsible for ensuring that many tasks are completed both accurately and in a timely manner.
- Self-motivated and ability to solve problems
- Ability to communicate in a friendly, courteous manner in person, in writing, and on the telephone
- Commitment to confidentiality

### **PRIMARY RESPONSIBILITIES**

Responsibilities will include but not be limited to the following:

#### **Communication**

- Answer, screen & direct phone calls
- Greet visitors during designated office hours
- Answer correspondence sent to the office email address and website or forward information to the appropriate individuals



- Return phone calls that need assistance or forward messages to the appropriate individuals
- Send out prayer requests to staff, leadership team and congregation
- Prepare weekly email newsletter (C-Blast)
- Use PowerPoint or other platform to create announcement slides
- Utilize social media to enhance church communications
- Other tasks deemed necessary or directed by pastors

#### **Office Administration**

- Collect worship center attendance log and update numbers in the system
- Provide link between visitors and the office
- Utilize Tithe.ly software suite for communication, databasing, website updates, etc.
- Provide administrative support to pastors and staff
- Maintain inventory levels and order administrative, communion supplies, kitchen and custodial supplies as needed
- Collect the mail from post office box, open it and forward appropriately
- Sort, organize and file music/song sheets from worship services
- Other tasks deemed necessary or directed by pastors

#### **Ministry Team Administration**

- Check-in with ministry leaders on a monthly basis regarding their needs, prayer requests, announcements and upcoming events
- Manage and organize building keys for church users
- Organize and schedule volunteers through Tithe.ly software suite for the following:
  - Sunday Service Roles (e.g., Hosts, Collections, Communion, Prayer)
  - Sunday Welcome & Hospitality Roles (e.g., Ushers, Greeters, Coffee Attendants)
  - Sunday AV Roles (e.g., Sound Board, Live Stream, ProPresenter)
- Assist in coordinating benevolence requests and issuing of gas and grocery cards
- Other tasks deemed necessary or directed by pastors

#### **Facilities Organization**

- Organize bulletin board in the entry way and office hallway
- Order and display Daily Bread devotionals
- Refill collection envelopes and pens by collection boxes
- Enter approved room request and events on church calendar
- Coordinate facilities requests for church activities and outside requests
- Maintain lost and found items
- Keep office area, cabinets, and foyer area organized
- Maintain sign-out for items borrowed from church
- Other tasks deemed necessary or directed by pastors

### **APPLICATION PROCESS**

Send resume and contact information for 3 references to [office@cefcplatteville.org](mailto:office@cefcplatteville.org). Any questions, contact Phil Young at [pwyoung1949@outlook.com](mailto:pwyoung1949@outlook.com).