

We lead people to become all-in followers of Jesus.

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|-------------------|---|
| Job title         | Office Manager & Administrative Assistant |
| Department        | Administration                            |
| Department Leader | Operations Pastor                         |

## Job purpose

This part-time position (30 hours/week) will be responsible for a variety of areas including managing our office, overseeing our online and digital presence, and providing administrative assistance to full-time staff members.

## Duties and responsibilities

### Online & Digital Services

- Oversee online follow up, online next step connections, and text in modules
- Make weekly plan for digital content and content distribution
- Help oversee social media scheduling, posting, and content creation
- Create digital promotion plan across all digital assets
- Update mailing list and MailChimp each week

### Sunday support

- Create and distribute the Sunday Sermon Notes Page
- Overseeing the details of ProPresenter including importing the playlists, creating song and sermon slides, and distributing the information appropriately.
- Managing the live events for the Sunday Worship Gathering including YouVersion, CHoP, and Resi
- Manage song reporting for worship team

### Front Desk (during open office hours – Monday-Thursday 9am-12pm)

- Answer telephone, screen and direct calls to the appropriate staff member.
- Provide customer service for in-person drop-ins
- Oversee and collect the information needed for benevolence requests.
- Collect and distribute mail, UPS, and FedEx
- Answer emails sent to [info@journeyweb.net](mailto:info@journeyweb.net) and [frontdesk@journeyweb.net](mailto:frontdesk@journeyweb.net) email accounts
- Manage Conference Room Use Reports on Mondays
- Make coffee daily and manage the office snack supplies
- Keep staff mailboxes updated

## Office Management & Administration

- Prepare Prayer Requests/Comments each week
- Maintain inventory and purchase office supplies
- Maintain office equipment (copier, folder, cutter, etc)
- Review, track, and prepare office budget
- Assist in recruiting, orientation, and training of volunteer office staff, if needed
- Manage Journey Church website Classified Ads
- Process and maintain background checks for volunteers, as needed.
- Help with staff and ministry events, as needed.
- Provide administration support to full-time staff members, as needed and requested.

## Qualifications

- High degree of attention to details.
- Excellent time management skills and ability to multi-task and prioritize work
- Adept with technology including word processing, spreadsheets, and calendaring applications.
- Strong verbal and written communication skills
- Possesses excellent customer service skills
- Working knowledge of general office equipment

## Working conditions

There is some flexibility to this role. The work week is intended to be within Monday through Thursday 9am-5pm. Some work may be done remotely.

## Physical requirements

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; and to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

## Direct reports

This position will not have any direct reports.

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| Approved by:   |  |
| Date approved: |  |

Reviewed:

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