



*Title:*

Office Assistant

*Purpose:*

This **Office Assistant** will provide leadership in the areas of office administration, organization and logistics for Calvary Reformed Church.

*Direct Report:*

Office Manager

*Mission, Vision and Values:*

- **Calvary Church exists to...REACH** lost people for Jesus, **GROW** passionate disciples who are sent to **SERVE** others!
- **Calvary staff values...HUMILITY, TEACHABILITY, LOYALTY and FUN.**

*Qualifications:*

- Exhibits a personal and growing relationship with Jesus.
- Committed to the mission, vision and values of Calvary Reformed Church.
- Computer Skills- Proficient in
  - Google Drive and Microsoft Office applications
    - Sheets/Excel
    - Docs/Word
    - Slides/PowerPoint
    - Publisher/Final Cut Pro/Adobe
  - Computer Database Proficiency
- Communication skills
- Positive and friendly attitude
- Flexibility in moving from one task to another

*Responsibilities:*

**OFFICE**

- Assist in general supportive office roles such as copying, faxing and mailing
- Communicate a joyful presence at the front desk for visitors and members
- Collaborate in maintaining the calendar and ensuring proper forms are filled out regarding church usage

- Oversee and complete the Calvary Reformed weekly bulletin in collaboration with the staff under the direction of the Office Manager
- Assist in processing the handling of funerals, weddings, new members and baptisms in collaboration with the Office Manager
- Assist in social media tasks and platforms in collaboration with the Calvary staff
- Cover the front desk/reception area when needed

#### **MINISTRY ASSISTANCE**

- Schedule Worship and Arts band, singers and tech volunteers in collaboration with the Worship Director and worship team
- Schedule hosts and special guests for weekend services in partnership with the pastoral staff and worship team
- Ensure the Frontline teams and Hospitality teams are scheduled for weekend services

**\*And any other duties needed to help drive to our Vision, fulfill our Mission and abide by our Organizational Values.**

*Time Commitment (this is an example):*

1. 10-15 hours per week
2. Meetings
  - a. Staff Meetings
  - b. Meet with Office Manager as needed
  - c. Meet with the pastoral staff as needed
  - d. Global Leadership Summit

*Terms:*

1. Hours per week as defined under "Time Commitment".
2. The compensation package is available through the Executive Pastor

[Please click Here to Email Letter of Interest and Resume](#)