

Position Title	Department / Ministry	Classification	Status
Office Assistant	Office	Regular Part-Time	Non-Exempt
Supervisor	Ministerial	Weekly Hours	
Office Manager	Non-Ministerial	20 - 25	

IABC

Indiana Ave Baptist Church is privileged to exist for the purpose of Glorify God, Growing Believers and Reaching People all for our Savior Jesus Christ.

Position Summary

The Office Assistant performs a variety of clerical and office tasks that support IABC's ability to minister and ensures the smooth, and efficient operations of the front office. As the first point of contact for IABC, the Receptionist maintains a warm, welcoming, persona while ensuring the reception area is tidy and inviting.

Work Environment

This job functions in a forward-thinking environment where decisions are made with the best interest of the body of Christ in mind. Staff relationships, prayer, technology and continuous improvement are highly valued, as is the personal and professional growth of each employee.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Education / Experience Qualifications

- High school diploma
- Previous office experience, preferred

Knowledge and Skills

- Positive, enthusiastic attitude with a welcoming persona.
- Desire to work in a team environment and willingness to serve others.
- Ability to effectively communicate in oral and written formats (in the English language).
- Ability to deal effectively with inquiries, including difficult situations with tact and diplomacy.
- Ability to maintain complete confidentiality.
- Demonstrate honesty and integrity.
- Highly developed organizational skills required.

Computer Skills

- Above-average aptitude for computer systems.

Spiritual Requirements

- Generally, agree theologically with the core beliefs of IABC (Baptist Faith & Message 2000).
- Daily walk with Jesus Christ, seeking His mind and growing in obedience to him.
- Regular church involvement, attend Worship Services at least 2-3 times a month (not required to be IABC)
- Living out the spiritual principles outlined in the Staff Lifestyle agreement. Not in place yet
- Signed acknowledgment to policies and procedures as stated in IABC's Employee Handbook

Physical Requirements

- Ability to function independently.
- Possess the ability to speak.
- Physical ability to lift and carry at least 25 pounds (with or without assistance).
- This position may require long periods of standing up and walking (3+ hours).

Essential Duties and Responsibilities

Schedule

- Mon. – Thurs: 8:30 am – 12:00 pm & 1:00 – 2:30 pm
- Fri.: 8:30 am – 12:00 pm
- Occasional Sunday morning (typically once a quarter)

Tasks

- Receptionist
 - Be extremely warm and welcoming to ALL - you are the first contact
 - It is of utmost importance that you are either in the front office or the workroom
 - If you need step away, notify the Office Manager or get someone to watch the front
 - Phone Calls: answer and process all incoming calls
 - In Office Visitors: greet and direct
 - Deliveries: notify receiver & notate on package that you contacted them
- Daily Assigned tasks from the Office Manager (supervisor) or HR/Technology Director
 - Complete tasks assigned from the Office Manager (supervisor) or HR / Technology Director
 - Open Excel Task File
 - Open Outlook and Teams and keep them open
- Database
 - Enter individuals in the database
 - Maintain attendance records for Sunday School, Discipleship, etc.
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 - Inventory and distribute literature.
 - Prepare mailouts as requested
 - Assist with phone calls and in-office guests for SS and Discipleship
 - Assist with calendar events and confirming room set up is correct
- Publicity
 - Prepare Adult Education information for the Weekly Bulletin
 - Proofread the Weekly and other church publications.
- Financial
 - Code receipts and turn them in within one week of purchase.
 - Make purchases as requested
- Office Team
 - Attend the Office Team Mtg (every other month or so)
 - Crosstrain where possible
- General Office
 - Maintain files whether paper or electronic according to the process in place
 - Correspondence as requested
- Additional duties as requested by the Office Manager, HR / Tech Director, Ex. Pastor, or Senior Pastor

Salary and Benefits

Introductory: The first sixty (60) days in the position are considered the introductory period.
Salary Range: Depends upon qualifications.
Benefits: Available according to the IABC Employee Handbook
Paid Leaves: Holidays 10 per year. Vacation / Sick Leave not available to part-time..

At-Will

All employees of IABC are at-will, and as such, are free to resign at any time without reason. IABC, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description, or any other document provided to the employee, is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of IABC has any authority to enter into an agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgement

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor and/or the Executive Pastor.

Employee Printed Name	Employee Signature	Date
HR / Supervisor Printed Name	HR / Supervisor Signature	Date