

Position Title: Office Assistant

Reports to: Communications and Ministry Coordinator

Position Type: Part-time/15-18hrs per week/Occasional evenings (up to 3x per year).

Effective Payrate: \$18/hour during the initial 90-day period, then \$19/hour

Created: May 20, 2025 (Revised: March 31, 2026)

General Summary: Guided by Northminster's mission, vision, and values, the Office Assistant will support the Communications and Ministry Coordinator in creating a welcoming, joyful, resourceful environment in the church office. This role contributes to the daily operations of the church office by providing administrative assistance, maintaining efficient systems, ensuring office coverage, and supporting a responsive and hospitable environment for guests, staff, and ministry teams.

Essential Job Functions:

- Support the work of the Communications and Ministry Coordinator.
- Collaborate with the Coordinator to anticipate administrative needs in alignment with Northminster's ministry goals.
- Welcome guests in a warm and friendly manner, answer phone calls and emails promptly and professionally, manage incoming and outgoing mail, and ensure coverage of incoming calls and essential tasks in coordination with volunteers.
- Guide office volunteers, assign reception-related duties, provide direction and supervision for volunteer office staff and assign other tasks as needed to support daily operations.
- Actively participate in weekly staff meetings and regular check-in meetings with the Coordinator.
- Provide administrative support to ministry teams and church operations as time permits and under the direction of the Coordinator, including logistical assistance for events and programs.
- Monitor the church calendar along with room reservations, schedule Zoom meetings, assist with communicating calendaring across ministry teams, and support logistical setup for ministry events.
- Create, schedule, and publish engaging content for the church's social media platforms (Instagram, Facebook, etc.); prepare weekly news blasts, worship links, bulletins, and updates to website, app, and lobby slideshows for Coordinator review/approval.
- Collaborate with the Coordinator to maintain and update the online church database, church app, church website, email platforms, files, membership records (including new members, baptisms, weddings, deaths with Clerk of Session), and administrative information; serve as a go-to person for administrative needs.

- Create and manage lobby television slideshow presentations throughout the week.
- Complete supply orders from approved vendors as requested by staff and ministry leaders; manage the budget for office equipment/office supplies and make purchases as needed.
- Assist with the maintenance of office equipment, troubleshoot basic office tech issues, and maintain good communication with technical support people/companies for timely requests.
- Support onboarding of new Pastors and staff (e.g., preparing welcome materials, office setup, basic administrative orientation) in collaboration with the Coordinator, Pastor, and Director of Church Business and Operations.
- Ensure the church office is staffed during stated office hours in collaboration with the Coordinator and volunteers.
- Perform other duties related to office administration as assigned by the Coordinator.

Qualifications, Skills and Abilities:

- Office Assistant is a ministry position within the structure of Northminster Presbyterian Church.
- A committed follower of Jesus Christ, demonstrating Christian maturity and a deep and prayerful dependence upon God.
- Theologically consistent with the Covenant Order of Evangelical Presbyterians (ECO) and NPC.
- Proficient in Microsoft Office, Google Workspace, Canva, and basic knowledge of social media and website management platforms (or willingness to learn).
- Strong interpersonal and communication skills
- Excellent organizational abilities and attention to detail.
- Ability to manage multiple tasks efficiently and work collaboratively with staff and volunteers. Demonstrates discretion and professionalism in handling confidential information.
- Work collaboratively with Pastor, staff, leadership and lay volunteers as together we seek to fulfill Northminster's purpose and vision, treating every Northminster Covenant Partner and coworker with Christ-like love and respect.
- Working knowledge of standard office equipment (copiers, phones, computers, etc.)
- Oral and written communication skills: the ability to communicate effectively in person, over the phone, and in writing with Covenant Partners, guests, vendors and the public.
- Flexible and adaptable, with the ability to adjust to changing priorities.
- Self-starter with independent drive, strong work ethic, and self-discipline.
- Follow guidelines as written in the Employee Handbook.

Preferred Education and Experience:

- Minimum of 2-4 years of experience in office management or related field with significant demonstration of office management skills.
- Experience in non-profit or church setting is helpful.
- Knowledge of (and/or ability to learn new) church office management computer systems.

Working Conditions:

- Accountable to the Communications and Ministry Coordinator. Annual review to be completed with Coordinator and Pastor/Head of Staff or HR Team Member.
- The Office Assistant will have office space, a computer, and phone at the church with necessary supplies for performing the ministry.
- Maintain office weekday hours and an occasional evening meeting (up to 3 times per year, as needed).
- Holidays, vacation, and personal time as provided in the Employee Handbook.