



Administrative Assistant Job Description

Status: Part-Time – 14 hours per week – 12 month term
Hourly Rate of Pay: \$15.60

Reports to: Administrator

Summary

The Administrative Assistant is responsible for a variety of administrative duties, including typical secretarial and reception tasks. They will also be responsible for church rentals and ministry support.

Hours

The Receptionist's hours will be Tuesday through Friday from 1:00 pm - 4:30 pm (14 hours). Ability to attend occasional Wednesday morning (8:45 am - 10:15 am) staff meetings would be an asset.

Responsibilities

Reception/Administration (approx. 9 hours/week)

- Present a positive and professional image of the office to all visitors, inquiries, and other interactions
- Receiving telephone calls and greeting visitors to the office; refer and/or redirect calls, e-mails, mail etc.
- Oversee bookings (rentals and church functions)
- Minimal maintenance of office equipment (phone system and photocopier)
- Maintain statistical records and data retention
- Take the lead with WMBC's Church Management Software *Breeze* (data entry, reports, registration forms, etc.)

Ministry Support (approx. 5 hours/week)

- Provide direct administrative ministry support to WMBC Ministries, especially Family Ministries
- Participate in staff prayer time, staff meetings, and strategic planning meetings

Qualifications

Personal

- Passion for Christ, His kingdom, His church, His people, and those without Jesus
- Committed to WMBC and its mission, vision, and values
- Team player
- People focused
- Communication
- Sensitivity to Confidentiality

Skills & Experience

- Proficient in Microsoft Office is a must
- Education in related field is a plus, but not required.
- Experience as an administrative assistant would be beneficial

To apply for this term position, please submit your resume to the WMBC Office during office hours or e-mail it to rachel@winklermb.com. Closing Date: June 27, 2022.