



Title: Office Assistant

Hours: 5-6

Our Mission: To follow Jesus Christ and celebrate life in him.

We are: Gathering, by God's saving grace, people who are
Growing in godliness as they spend their lives
Going out in gratitude to serve the world by
Giving of their spiritual gifts and resources for the common good,
Glorifying God in all of life.

Willoughby CRC is seeking to hire an office assistant 5-6 hrs. per week, on Fridays, plus absence coverage. The successful candidate will work at the direction and supervision of the Office Administrator. This position includes social media, website and clerical duties, some hospitality duties and coverage for the Office Administrator while away from the office. Familiarity with Word and Outlook required.

Compensation: \$20 per hour

Please submit resume to: personnel@willoughbychurch.com

OFFICE ASSISTANT JOB DESCRIPTION

Hours: 5-6 hours per week on Fridays plus absence coverage

Start date: April 14, 2023

Application deadline: Thurs. Mar. 16, 2023

Purpose: To assist the Office Administrator with clerical duties at Willoughby Church.

Job Description:

1. Update the church's social media (Facebook and Instagram) in coordination with the Office Administrator.
2. Update website, when needed, with content developed in coordination with the Office Administrator.
3. Print and fold the bulletins every week.
4. Ensure that the church is neat and tidy and organized, ready for Sunday service.
5. Manage mail: pick up and outgoing, including mailing out communication to our members who don't have email or are homebound.
6. Assist the Office Administrator with any photocopying or filing.

7. Answer telephone and check voicemails.
8. Assist the Office Administrator with other clerical duties as specified by the Office Administrator.
9. Greet guests and congregation members who come to the church when the Office Administrator is not in the office.
10. Provide coverage for the Office Administrator when she is away or on vacation.