

Job Description
Front Desk Office Assistant

General Overview

The Front Desk Office Assistant provides essential clerical and administrative support to staff and Dahlonega Methodist Church ministry leaders to enable effective, caring, and outreaching ministry to the church and community.

Accountability

Reports to: Administrative Assistant and Staff Parish Relations Committee

Status

Part-time (29 hours/week: Monday-Thursday 9:00am-4:00pm with occasional Friday mornings); Non-exempt; Hourly (\$12); Benefits include Paid Time Off and eligible to participate in the church's retirement plan.

Qualifications

Christian Baptism and/or Confirmation.

Safe Sanctuaries Compliance.

Good interpersonal skills.

Competent with standard office equipment and procedures.

Intermediate skills with Microsoft Office including Word, Excel, Outlook, and Publisher.

Minimum 2 years office experience.

Specific Responsibilities

General Office

- Responsible for answering the phone, greeting callers, establishing reason for calling, and resolving.
- Greet and assist people that come to the church during business hours, while maintaining security protocols.
- Assist staff and ministries with document preparation, printing, and mailing including ministry newsletters, flyers, labels, and permission forms.
- Retrieve and distribute mail.
- Maintain church vehicle drivers' lists.

Communication

- Assist the Administrative Assistant with the production, publishing, and disbursement of the weekly Sunday Bulletin, the monthly Prospector, and publications for special services.
- Maintain and update informational brochures and fliers.
- Assist with church-wide emails and texts.

Constituent Database, Reporting

- Maintain an understanding of the constituent database software to research and disburse appropriate information to inquirers.
- Gather and verify constituents' contact information from multiple sources to provide updates in the database.
- Recruit, train, and work with volunteer contribution counting team members.
- Email weekly birthday and anniversary cards.
- Post weekly attendance and coordinate with appropriate ministries regarding first time guests, pastor contact requests, and church membership inquiries.

Dahlonega Methodist Church
PO Box 455, Dahlonega, GA 30533 * www.dahmc.org

Ministry Support

- Assist Senior Pastor and Assistant Pastor with various needs.
- GMC Northeast District updates and correspondence.
- Prepare rosters for Bible studies and classes and provide leaders with documents for collection of curriculum payments.
- Assist the Lisa Care Benevolence ministry.
 - Intake calls & interviews.
 - Set appointments.
 - Assist with in-person appointments.
- Altar Guild.
 - Maintain weekly schedule for volunteers.
 - Schedule training of new volunteers.
 - Keep supplies up-to-date and stocked.
- Manage flower arrangement schedule.
- Maintain Wednesday Night Supper reservation list.

Other responsibilities as assigned.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee and the environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, talk or hear; walk; and use hands to finger, handle, feel or operate objects or controls. The employee is regularly required to sit, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close and distant vision, and the ability to adjust focus.