

**Sunnyslope Church: Church of the Brethren/United Church of Christ
Office Assistant Position Description
November 1, 2023
sunnyslopechurch.org**



Overview: Sunnyslope Church is an Open and Affirming Congregation which means we are welcoming and inclusive to all persons regardless of race, ethnicity, sexual orientation, gender, age, ability or other human differences.

- **FUNCTION:**

To provide support for the work of the minister, a competent stability to the daily operation of the church office, and a cheerful public image of the congregation to mid-week guests, other groups using the facility, delivery persons, and congregants.

- **KEY PERFORMANCE ACCOUNTABILITIES:**

Work in close collaboration with the minister and Leadership Team to support the mission and vision of the congregation by maintaining efficient and orderly office operations. This will include, in part:

- 1. PUBLIC RELATIONS**

- Pleasantly receive people calling or visiting the church building
- Answer questions about the church and church activities and/or refer questions to the appropriate person
- Maintain social media under direction of the minister including but not limited to the church website and Facebook page.

- 2. GENERAL OFFICE MANAGEMENT**

- Order and maintain appropriate level of supplies
- Appropriately handle e-mail
- Answer phones, relay messages
- Pick up, sort and distribute mail

- Maintain communication with church ministry teams and be knowledgeable about their activities and actions
- Maintain a master calendar of church activities for planning purposes in-house and with others using the building
- Maintain document files, including but not limited to meeting minutes of Congregational Forum, Leadership Team and Ministry Teams
- Gather information, write, edit, publish and distribute church newsletter
- Draft correspondence as needed
- Prepare and mail special mailings as needed
- Send Zoom link information to church members as needed when directed by church leadership.
- Track weekly worship attendance and offering income figures provided by Sunnyslope Financial Secretary.
- Oversee the marquee in front of the church as requested by minister, worship committee or Leadership Team.
- Prepare and disperse Sunday and special bulletins (regular and large print)
- Regularly update church directory information and assist in church directory production as requested.
- See to the completion of annual survey forms and reports from both denominations (United Church of Christ and Church of the Brethren)
- Address other tasks as identified and assigned

3. Financial Tasks

- Scan and email requests for checks and payroll timesheets to accounting firm.
- In cooperation with the Sunnyslope Financial Secretary pick up completed checks from accounting firm and deliver to church office.
- Record check number, date, amount and recipient in the excel check register.
- Notify check signer there are checks to be signed.
- Once the checks are signed, mail to recipients.
- UpdateVanco (egiving platform) page for monthly giving opportunities.

Qualifications: The successful candidate for this position will be comfortable and knowledgeable with email, Microsoft Word, other web-based office software, voice mail and using a copy machine. The candidate will be organized, efficient, reliable, positive and self-motivated.

Work hours are 12 hours a week. Wages are \$20.00/hour. Sick leave provided per Washington State law.

This position description will be reviewed and revised as needed annually (by September 30) and will include a performance evaluation.