Job Description

TITLE: Ministry Assistant
REPORTS TO: Pastoral Team
SALARY RANGE:
SUPERVISES: _____
CLASSIFICATION: Part-Time, 15-20 Hrs/Wk

ESSENTIAL DUTIES:

1. Coordinate Westview communications, including weekly e-mail, Sunday program, and other miscellaneous communication pieces
2. Keep website current
3. Provide administrative support to Pastoral staff
4. Complete miscellaneous projects as assigned
5. Produce periodic reports
6. Answer phones and take messages

OTHER DUTIES:

Other duties as assigned from time to time by supervisor.

REQUIRED ABILITIES

1. Know Jesus Christ as personal Lord and Savior
2. Computer skills
3. Reliable, professional, and ability to maintain confidentiality
4. Above average communication skills
5. Ability to lift up to 25 pounds
6. Ability to climb a flight of stairs

SAFETY HAZARDS OF THE JOB

Minimal hazards. General office working conditions.

This job description does not list all the duties of the job. You may be asked by management to perform other instructions and duties. You will be evaluated in part based upon yoru performance of the taks listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate your employment status at any time, without cause.

Date prepared: _____ Approved by: _____