

## **JOB DESCRIPTION**

**NAME:** VACANT  
**JOB TITLE:** Clerical Assistant  
**DATE:** September 2020  
**JOB CODE:** Part-Time 29 hours/week Non-Exempt  
**DEPARTMENT:** Guest Relations  
**REPORTS TO:** Guest Relations Manager

### **PURPOSE:**

Support the mission of Glenkirk Church by providing clerical and administrative support for Guest Relations; Global/Local Missions; Lay Counseling; and Men's ministries.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Guest Relations – Administrative support
  - a. Assist Guest Relations Manager with projects and clerical duties for various ministries, as requested.
2. Lay Counseling – Clerical support
  - a. Assist with ongoing mailings, database information, emails, printing, and scheduling.
  - b. Perform miscellaneous clerical and admin duties, as the need arises to support various projects.
3. Global and Local Mission – Administrative support
  - a. Maintain mission budget spreadsheet and prepare annual check requests for missionaries and mission organizations.
  - b. Assist with mission events, i.e., Mission Sunday, missionary guest speakers.
  - c. Assist with mission trip planning and organization of trips.
  - d. Maintain mission files on partners.
  - e. Process check requests and credit card reconciliations.
  - f. Assure pertinent info is submitted for the bulletin and/or Journey in a timely manner.
4. Men's Ministry – Clerical and administrative support
  - a. Assure pertinent information is submitted for the bulletin and/or Journey in a timely manner.
  - b. Provide clerical support for Men's Ministry, including check requests, scheduling events, CCB notifications, etc.
  - c. Serve as point person for volunteer leaders in interacting with the Accounting Clerk and/or Graphic Designer.

### **NECESSARY SKILLS AND EXPERIENCE:**

- Computer skills e.g. word processing, spreadsheets and knowledge of data management.
- Ability to prioritize, organize and see projects through with minimum supervision.
- Ability to keep accurate account records.
- Ability to effectively and diplomatically handle telephone inquiries.
- Supportive of Glenkirk's mission and core values.