



# POSITION DESCRIPTION

**Position:** Main Office Assistant  
**Responsible to:** Executive Administrative Assistant to the Sr. Pastor  
**Hours:** 22 hours per week

Monday	9:00 am - 12:00 pm, 1:00 pm - 4:00 pm
Tuesday	9:00 am - 12:00 pm, 1:00 pm - 4:00 pm
Wednesday	9:00 am - 1:00 pm
Thursday	9:00 am - 12:00 pm, 1:00 pm - 4:00 pm

Compensation: Hourly Wage, no benefits

## POSITION IN CONTEXT

The Main Office Assistant works closely with the Executive Administrative Assistant to the Sr. Pastor of the church and is accountable to them. The position works in unity with all ministries and departments, particularly any relating to administration in adult ministries.

## PRIMARY PURPOSE

The role's primary responsibility is to support the Executive Staff in the strategy, administrative and operational needs of the church.

## KEY RESPONSIBILITIES

The Main Office Assistant will undertake the following key responsibilities within the church which includes, but is not limited, to the following:

- Answer incoming calls to LOC
- Take incoming benevolence requests and process them for approval/denial
- Assist with event preparation, supplies, inventory, communication and setup to include:
  - 8 Minute After Party
  - Starting Point
  - Covenant Partner Recognition
  - Baptisms
  - Child Dedications
  - d-Groups Launch
  - Any Sunday special events
- Assist with scheduling and sending texts through Text In Church
- Responsible for data entry of new Covenant Partner profiles into the Planning Center database

- Assist with repass coordination and communication as needed
- Assist in LOC campus scheduling for various department meetings & gatherings
- Assist with maintaining office equipment and ordering supplies as needed
- Responsible for inventory checks, supply requests and maintaining a clean working environment in areas such as:
  - VIP Guest Area
  - Green Room
  - Office Break Room
  - Conference Room
  - Kitchen
  - Copier Room
  - Promotional material storage cabinets
- Assist the discipleship director with planning, oversight and communication of d-Groups as needed
- Assist with maintaining the kitchen bi-weekly & after big events, to include re-stocking of supplies and checking for cleanliness
- Run errands as needed (picking up balloons, cookies, supplies, etc...)
- Willingness to collaborate on church-wide projects with admins and pastors from other ministry areas in a spirit of cooperation

#### **Qualifications, Knowledge and Experience**

- Strong computer skills
- Proven communication (written and verbal) skills
- Excellent organization skills
- Strong interpersonal skills and desire to serve and support others
- Experience with database software and processes (Planning Center)
- Experienced in Apple Mac computers

#### **Selection Criteria**

- Demonstrates a passion for working with people
- Demonstrates skills and experience in working as a team
- Demonstrates excellent interpersonal skills
- Excellent verbal and written communication skills

#### **Additional Requirements**

- Must be in agreement with the doctrine and theology of Live Oak Church
- Exemplifies and communicates the Live Oak Church values and culture
- Must be a Covenant Partner of Live Oak Church
- Must be in agreement with and sign acknowledgement of the Employee Handbook, as well as a Confidentiality Agreement.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with Live Oak Church of God

policies; be appropriately groomed and attired so as to present a professional image in accordance with the church's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the Executive Administrative Assistant of intended absences in accordance with church policies; demonstrate a polite, helpful and courteous manner when engaged in any activity with the church and community; operate and care for equipment to manufacture's specifications and/or within the specified parameters.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

### **Supplemental Information**

- Live Oak Church of God reaffirms its commitment to equal employment opportunity (EEO) and non-discrimination for all employees in all job classifications and for prospective employees without regard to race, color, sex, age, veteran's status, physical or mental disability, national origin, or any other characteristic protected by applicable federal or state law. Live Oak Church of God's equal employment policy covers all areas of employee relations and, in particular, requires nondiscriminatory actions and decisions concerning recruitment, hiring, placement, promotions, compensation, benefits, transfers, layoffs, recall, training, education, tuition assistance, and social and recreational program.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk, lift boxes and supplies. Specific vision abilities required by this job include close vision and the ability to adjust focus. Works inside in an office environment.
- As a part of the Christian community, it is imperative the employee understand he/she is viewed as an example of the Christian virtues and must not violate these virtues through their behavior, attitudes, actions or speech. This position is a representative of Live Oak Church of God at all times, whether in the office or outside of the office.

### **Employment At-Will**

All employees of Live Oak Church of God are at-will, and as such, are free to resign any time without reason. The Live Oak Church of God, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.