



Office Administration Assistant

Part Time Position -20 hours per week

CPC's Administrative Assistant will play an essential role in our church life maintaining office services by efficiently coordinating the office operations and procedures, correspondence and electronic filing. Assisting with adhoc projects from staff.

Job Description

Welcome in-person visitors, voice calls, emails and assume receptionist duties.

Respond to questions and requests for information.

Coordinate and maintain office supplies.

Assist the Pastor in the production of letters, lessons, study guides, Mailings etc.

Assist other staff with similar projects as time provides.

Assist in Wedding, Funeral, and Special Event needs of Pastors

Generate memos, emails and reports (ie- monthly session clerk report) when appropriate in a timely manner

Implement and monitor programs as directed by management, and see the programs through to completion

Using all Microsoft Office programs and ACS (church database) with accuracy learning all skills necessary immediately for each program

Skills required

- Associates Degree or equivalent training
- Experience with Microsoft Suite and Google Office, Constant Contact, Planning Center, Canva, familiar with creating graphics, Signup Genius (we can train)
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organizational skills and dedication to completing projects in a timely manner Ability to be flexible amid changing priorities or deadlines
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- Love of the Lord Jesus and the ability to show it daily. Believes in the Bible and its alignment with our denomination's The Covenant Order of Evangelical Presbyterians (ECO) core beliefs and values.

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