

Summer Student

Hours of work: 12-16 hours a week May-September, with schedule established at time of hire.

Reporting relationship: Position reports to Pastor or designated person

General summary and function of position:

Perform a range of office support assignments in church office.

Responsibilities and Duties:

Duty 1 Answer telephone and manage office email

- Answer phone, provide information, transfer call to appropriate person.
- Take message when person caller would like to speak to is not available or take message .
- Read office emails daily and respond as appropriate.
- Discuss with Pastor the appropriate response to email when information is not readily available.
- Save email containing information needed for later use in the appropriate folder and delete messages that are no longer needed.

Duty 2 Perform variety of assignments

- Greet individuals coming into the office.
- Handle and sort mail.
- Sort and alphabetize and place documents in appropriate file.
- Enter, retrieve, update, verify and delete information from manual and electronic files.
- Interpret and apply instructions or guidelines to resolve work problems.
- Operate standard office equipment.

Duty 3 Review office supplies

- Review office supplies and materials and determine needs.
- Obtain authorization and place order for supplies or materials.

Working Conditions and Physical Requirements

Job is temporary part-time summer job. Work is performed in standard office environment. Job duties may require employee to bend, reach, stoop or stand. Reasonable accommodation may be made.

Knowledge, skills and abilities

Some knowledge of general office practices.

Some knowledge of filing and general record keeping.

Some knowledge of office equipment.

Knowledge of basic office software preferred

Knowledge of basic mathematics.

Knowledge of correct English usage and grammar.

Ability to use a computer.

Ability to follow oral and written instructions.

Ability to communicate effectively with others.

Ability to maintain favorable public relations .

Ability to determine work priorities.