

Destiny



Foursquare

Office Assistant

OVERVIEW

The Office Assistant supports the ministry effectiveness of our Senior Pastors and staff. The ideal candidate has a high value for excellent customer service. Because this position interfaces often with the church staff and the larger church body, a successful candidate must have a highly engaging and friendly personality.

RESPONSIBILITIES

- Fulfill extra administrative needs of the Senior Pastors and staff.
- Arrive 5 minutes to 10:00 a.m. to unlock the facility, turn off the alarm system, check the mail, and turn on appropriate lights.
- Lock up and secure the building at 3:00 p.m., unless otherwise directed.
- Answer all telephone calls to the front office by answering: *“Hello, This is (name) at Destiny Foursquare Church. How may I help you?”*
- Check answering machine and forward messages to the appropriate people. Update answering machine instructions when appropriate (single service weekends).
- Serve as a “gatekeeper” for the Senior Pastors and staff while ensuring everyone with an inquiry is served in a friendly, courteous manner. Gatekeeper, simply meaning, the staff will be notified of any incoming visitors or inquiries and asked if they are available before being allowed through.
- Be familiar with the office transfer and messaging system.
- Run errands, as necessary.
- Daily tasks: we have volunteers serving in this position on different days of the week, with different tasks associated with each day. We will flesh those out and list those for you as we nail the specifics down.

REQUIREMENTS

- A calling to serve the church for this season.
- Works as a team player, desiring to see God’s best for the church staff and church family.

- Timeliness and professionalism: Please arrive early and dress appropriately for a front desk/greeter position.
- Please let us know at least a week in advance if you will not be available to serve your scheduled position.

The continuation or modification of this role will be assessed at the one year mark.