

# west valley Bible church

## ***Administrative Assistant Office Volunteers***

### **General Description:**

#### **Hours:**

Although there will be some flexibility necessary and allowed, to maintain the consistency necessary for functionality the optimal hours would be Mon - Fri 9am – 1pm.

#### **Work Environment:**

The primary work environment will be onsite at the church campus working with other volunteers.

### **General Requirements:**

- The ability and desire to reproduce themselves and the job duties into other people and to train others as a means to see them grow in their walk with the Lord through service to Him.
- The ability to organize and coordinate other volunteer staff.
- The ability to coordinate multiple tasks simultaneously.
- The ability to be a self-starter and complete tasks with little direction given.

### **Specific Requirements:**

- A working knowledge of:
  - Microsoft Word
  - Microsoft Excel [preferred]
- A working knowledge of and/or ability to quickly learn the following programs would be a blessing:
  - QuickBooks book keeping software
  - Excellerate Church Database software
  - Microsoft Publisher

### **Specific Duties:**

wvBc is a vibrant, growing fellowship that values volunteerism as an essential part of body life. This ever changing dynamic necessitates that the opportunities will evolve as God continues to grow wvBc in size and mission management. Flexibility and adaptability will be essential. One or more of these duties will be commonly and consistently needed:

- Acting as a point person for church wide communication needs.
  - Church phone/email messages – general questions and concerns
  - Ministry Leader/Team communication point person & conduit
- Maintaining the church database software – *Excellerate* software
- Maintaining the bimonthly church budget reports for ministry leaders – *Quickbooks* software [possible]
- Coordinating administrative volunteers.
- Maintaining the church calendar.
- Coordinating room utilization of the church campus
- Other duties as assigned