

## Job Description

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<b>Title:</b>	<b>Office Manager/Administrative Assistant</b>
<b>Classification:</b>	<b>Support Staff</b>
<b>Reports to:</b>	<b>Executive Assistant</b>
<b>Hours:</b>	<b>Approximately 32 hours per week (ideally Monday-Thursday, 8:30-5:00)</b>
<b>Compensation:</b>	<b>Consistent with established policies</b>
<b>Benefits:</b>	<b>N/A</b>
<b>Vacation:</b>	<b>Consistent with established policies</b>

## SUMMARY

Support staff members enable the rest of the staff team to function primarily within the scope of their spiritual giftedness and personality. Thus, administrative, detail-oriented people support vision-casting, big-picture people to enable our overall goals as a church to be reached. The office manager/administrative assistant will be strongly committed to laying the groundwork for successful ministry by anticipating and meeting the practical needs of the staff. He/she will wholeheartedly support the mission, vision, doctrine, pillars, and ministry strategy of Harvest Bible Chapel Barrie as established by the elders and executed by the staff team. If not already a church member, he/she will become one within three months of starting employment.

## PRIMARY RESPONSIBILITIES

1. Manage the church database (input, reports, Connect Folder sheets, etc.).
2. Host the reception desk at the office.
3. Function as the office manager (including bookings, equipment, supplies, etc.).
4. Execute large mailing projects.
5. Book travel for pastors and directors.
6. Carry out the details for guest speakers.
7. Coordinate the details for conference attendance.
8. Administer petty cash.
9. Provide administrative support for elders and worship ministries.
10. Follow up as needed with prayer requests.
11. Develop and manage a portion of the operating budget.
12. Perform Monday statistics and other integration tasks.
13. Occasional weekend hours will be required to execute specialized projects.
14. Other duties as assigned by the executive assistant.

## QUALIFICATIONS

### Character

1. Must be spiritually maturing: a growing knowledge of the Word, a deepening prayer life, a passion in worship, and a boldness in sharing his/her faith when opportunities arise.
2. Must be increasing in the fruit of the Spirit (Galatians 5:22-23) and demonstrating a servant's heart.

### Competency

1. "The face and voice of Harvest" — must communicate our values well.
2. Must have exceptionally strong organizational skills and relational abilities.
3. Must be able to multi-task and complete projects amidst interruptions.
4. Must have adequate keyboarding and computer skills.
5. Must be a life-long learner; formal training an asset but not required.

**Chemistry**

1. Must be committed to the local church and active in building community (Acts 2:42-47).
2. Must be a team player with an understanding of this role within the overall ministry of Harvest Barrie.
3. Must demonstrate an ability to relate well and work efficiently with fellow staff members and volunteers.

**Conviction**

1. Must be in full agreement with the Harvest mission, vision, doctrine, pillars, and ministry strategy; be convinced of their effectiveness in building the church; and communicate this DNA consistently.
2. Must agree to abide by the staff policy manual.

**Capacity**

1. Must be highly motivated and action oriented; a get-it-done kind of person.
2. Must be able to fulfill the responsibilities of the job and also maintain a healthy personal and family life.