

Job Description

Title:	<i>Office Assistant</i>
Classification:	<i>Support Staff</i>
Reports to:	<i>Ministry Assistant / Communication Director</i>
Hours:	<i>24 hours per week</i>
Compensation:	<i>As negotiated</i>
Vacation:	<i>Consistent with established policies</i>

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 receptionist 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.

RESPONSIBILITIES

- Basic reception (answer phones/door/emails, welcome guests, direct calls and mail appropriately, water office plants).
- Maintain all office equipment and relative contracts.
- Stock and tidy kitchen area.
- Organize and maintain supplies for the office.
- Ensure office is kept clean and tidy.
- Assist with mailings as required.
- Manage and reconcile office petty cash.
- Submit cheque requests for bill payments and reimbursements.
- Manage info@ emails.
- Organize and manage archives.
- Ensure all Health & Safety requirements are being met, that assigned officers have the proper training and monthly checks are completed.
- Ensure first aid kits are checked regularly by certified staff.
- Arrange catering and any other meeting preparations as required.
- Arrange for reception coverage as needed for staff meetings.
- Assist with preparations for guest speakers.
- Assist as needed with facility rentals.
- Host Tuesday morning prayer meetings on Zoom.
- Create and post signage on office and/or church building related to service cancellations due to inclement weather or other reasons.
- Manage staff birthday recognition.
- Order poppies and gift cards for Remembrance Day services.
- Decorate office for Christmas.
- Other duties as assigned.

Other Responsibilities

1. Daily time with God exercising spiritual disciplines such as Scripture reading, prayer, worship, etc.

2. Develop ongoing accountability relationship(s) in areas such as personal purity, financial stewardship, spiritual disciplines, etc.
3. Prioritize and nurture a healthy relationship with your spouse, if applicable.
4. Participate fully in various staff meetings/expectations.
5. Adopt the posture of a lifelong learner, continually growing in skills and knowledge in areas covered by this ministry description.
6. Other responsibilities as assigned.

QUALIFICATIONS

Character

1. Must be maturing spiritually (Colossians 2:6-7) consistent with the [4 pillars](#) and [4 W's](#).
2. Must be increasing in the fruit of the Spirit (Galatians 5:22-23).
3. Must demonstrate a servant's heart (Mark 10:42-45) and be teachable and humble (Philippians 2:3-7).

Competency

1. "The face and voice of Harvest"—must communicate our values well.
2. Must be committed to ongoing improvement, with an understanding of both strengths and weaknesses.
3. Must have exceptionally strong organizational skills and relational abilities.
4. Must be able to multi-task and complete projects amidst interruptions.
5. Must have adequate keyboarding and computer skills.
6. 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](#), [doctrine](#), [pillars](#), and approach to ministry and be convinced of their effectiveness in building the church.
2. Must be aligned with Harvest affiliations and partnerships.
3. Must be aligned with the Acts 29 core values and mission.
4. Must agree to abide by the staff policy manual.

Capacity

1. Must be highly self-motivated and action oriented with a strong work ethic; 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.