



## **Director of Operations Administrative Assistant**

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### **The Role:**

The Administrative Assistant to the Director of Operations is a crucial role that will aid in keeping the internal wheels turning properly at Northway Church. This role will assume responsibility for the front desk area. This means, whether it is a benevolence case, a weekday preschool parent, or a church attendee, or a phone call, this role will be the first impression many have of Northway Church. Additionally, this position will be crucial in helping our director of operations keep the business of the church running smoothly. Ideally, this role requires someone who is detail-oriented with proper people skills, a servant's heart, and willingness to be a team player.

**Position Classification:** Part-Time Hourly (32 hours/week)

**Supervisor:** This position will report directly to the Director of Operations

### **Responsibilities:**

- Efficiently manage and maintain office systems, including document filing, record keeping, and procurement of office supplies.
- Provide administrative support to various departments, including scheduling meetings, preparing reports, drafting correspondence, and answering phone calls.
- Assist in coordinating and organizing events, meetings, and trainings, including but not limited to managing invitations, RSVPs, and logistics.
- Support in maintaining and updating database systems, ensuring accurate and up-to-date records.
- Collaborate with team members to assist in the coordination of volunteer programs, including recruitment, training, and retention efforts.

- Assist in financial record keeping, including processing incoming invoices and expense claims, as well as assisting with payroll and budgeting processes.
- Contribute to the development and implementation of office policies and procedures to improve efficiency and effectiveness.

**Requirements:**

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- 1-2 years of administrative experience, preferably in a nonprofit or community-based organization.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and comfortable learning new software and systems.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong written and verbal communication skills, with attention to detail and accuracy.
- Ability to work independently as well as collaboratively in a team-oriented environment.
- Knowledge of office equipment and basic computer troubleshooting is a plus.

If interested please contact Stephen Howard at [showard@northwaychurch.net](mailto:showard@northwaychurch.net)