

Job Description for Clerical Assistant

To assist the Office Manager with administrative office tasks so that the other Staff and the Board are freed up to do their primary tasks. This is a part-time position, 15 hours per week, flexible within Monday to Friday.

Accountability Structure

This person will be accountable to the Office Manager or designated staff.

Job Responsibilities:

1. Assist in the ADMINISTRATIVE ACTIVITIES for the Executive Director and Staff as directed by the Office Manager.
 - a) Have a working knowledge of current policies, procedures and By-Laws.
 - b) Actively participate at staff meetings.
 - i) Take and distribute minutes in a timely manner for staff meetings.
 - ii) Be present with information that will assist in making the best possible decisions.
 - iii) Pick up the administrative tasks from the meetings.
 - iv) Assist the Office Manager in Human Resource Management - make sure that all the contracts, Letters of Agreement are current and updated as needed and assigned.
2. OFFICE EQUIPMENT AND SUPPLY SUPPORT
As directed by the Office Manager, provide an uninterrupted support of total office operations by managing the office equipment and supplies.
 - a) Operate, clean regularly, and take care of maintenance needs for all office equipment.
 - i) Advise the Office Manager when Maintenance personnel is needed.
 - b) Order supplies as directed.
 - c) Assist in yearly budgeting for office supplies.
 - d) Manage the petty cash system.
3. CLERICAL SUPPORT TO EXECUTIVE DIRECTOR AND OFFICE STAFF:
 - a) As directed by the Office Manager, assist with correspondence and other tasks in order to help staff focus on primary task of visioning and leadership.
 - b) Provide administrative assistance to the other staff in agreed upon areas such as:
 - i) Maintain the Clergy Registration list
 - ii) Fund Appeal letters
 - (1) Ensure sufficient supplies and postage are purchased well in advance of projected mailing date.
 - (2) Arrange volunteers to come and stuff envelopes/mail letters
4. CLERICAL OR BOOKKEEPING SUPPORT TO THE OFFICE MANAGER
Under the general direction of the Office Manager
 - a) Responsible for maintaining filing system
 - b) Make bank deposits as needed

- c) EQUIP & Other Resources:
 - i) Pick up EQUIP & other resource inventory from Printer
 - ii) Filling and mailing orders, including ensuring shipping supplies are ordered as needed.
 - iii) Tracking orders
 - iv) Maintain clean up-to-date books in viewing area.
 - d) Other duties to support Office Manager as required.
5. CORRESPONDENCE under direction of Office Manager:
- a) Respond to individuals needing written communication.
 - b) Compose letters when requested.
 - c) Be sure all correspondence is mailed in a timely manner.
 - d) Pick up, open and sort incoming mail.
 - e) Direct e-mail to appropriate staff
6. RECEPTION
- a) Create an environment that is inviting to people.
 - b) Handle the telephone and voicemail.
 - c) Receive visitors to the office and respond to needs as directed.
 - d) Provide and serve coffee / refreshments to guests as requested
 - e) Stock hosting supplies.
 - f) Oversee the cleaning of the office so that the place is clean and inviting.
7. MAINTAIN POLICIES, FILES & DATABASE
- a) Update printed and electronic information to keep it accurate and current.
 - b) Keep central files in an orderly manner.
 - c) Keep the important documents in a safe place.

September 2023