**Job Description: Wabash Alliance Church Communications/Office Assistant**

**Who we are:**

Wabash Alliance church believes God has a purpose for you, and that happens in connection with church family. We love kids and we strive to create a multigenerational, extended family who are loving, worshiping, and following Jesus. We are part of the Christian Missionary Alliance, a Christ-centered family, passionate to bring the good news of Jesus to our neighborhoods and to the world.

**What we need:**

A friendly, professional, and organized person to fulfill front office and communications responsibilities. A successful candidate is a consistent and independent worker, able to communicate clearly and with compassion, that enjoys communicating both in person and writing.

**Job Responsibilities:**

* **PEOPLE SKILLS**: Professionally receive and distribute input from a variety of people.
* Discreetly handle confidential information.
* Ability to deal with complaints, conflicts, sales people, as well as staff and volunteers.
* Good team contribution
* **COMPUTER SKILLS:** Office suite, (Word, Excel, Powerpoint) Social Media (FB, Instagram, Twitter) and communication (Google drive, Email, Contacts)
* Ability to learn new systems (Adobe, Media Shout, Canva, Mailchimp)
* **COMMUNICATIONS:** Good written and oral communications.
* Must be comfortable speaking to individuals and in a team setting.
* Organize files, calendar, events
* **PRINTED MEDIA:**Flyers, handouts, mailers, bulletin documents
* Schedule building use and organize event dates
* Handle mailing: Receiving and shipping
* **MAINTAIN CHURCH OFFICE:** Order and organize supplies, keep desk tidy, direct building traffic, prepare bills, track expenses, pick up bank deposit bags, run errands
* **EXPECTATIONS:**Your own spiritual development and worship is essential, personal development in the area of ministry is encouraged and supported.
* **MUST BE A CHURCH MEMBER OR AGREE TO AND ABIDE BY THE CMA STATEMENT OF FAITH AND POLICIES.**

**Expected Hours of Work:**

This is a part-time position averaging 15 to 20 hours per week. Typical work hours will be 9 a.m. to 2p.m. Tuesday through Friday.

**Compensation**

This job pays $15.50/hour. Paid time off can be negotiated.

**Required Educational Experience**

* GED or High school