

VIRGINIA MENNONITE MISSIONS

Position Description

Last Updated: 10/20/2023

Title: Office Assistant

Level: IV

Supervised by: Executive Assistant

Job Function: Carry out basic office duties in our administrative headquarters and be part of our team to inspire and equip people to use their gifts in the church’s efforts to carry out the Great Commission (Matthew 28:18-20).

Load: Up to .5 FTE

Classification: Non-exempt (hourly)

Qualifications:

- A. Demonstrates an active faith in Jesus Christ, commitment to the church, and passion for God’s reconciling mission.
- B. Commitment to VMissions’ Lifestyle Covenant and embrace of VMissions’ vision, mission, values and strategic plan.
- C. Outgoing and relational, yet detail-oriented and administratively competent.
- D. Strong written and verbal communication skills, including phone skills.
- E. Acute attention to detail.
- F. Ability to manage multiple projects and relationships.
- G. Proficiency or willingness to learn basic software systems such as Microsoft Excel and Word.
- H. Beneficial to have knowledge of VMissions’ constituency.
- I. Flexibility in working hours due to occasional evening and weekend events and meetings.
- J. College degree preferred. High school diploma or equivalent required.

	Responsibilities		Activities
1	Office Assistant	1.1	Serve as a member of the Support Team.
		1.2	Greet/welcome visitors and direct to the requested office; provide assistance as needed.
		1.3	Answer phones and oversee the mail room.
		1.4	Assist with daily office functions for staff, workers, and MSTs such as photocopying, mailing, etc. as able.

	1.5	Work with the Executive Assistant in ensuring the processing of daily mail; assist with bulk mailings.
	1.6	Serve as backup for the Executive Assistant to prepare and mail weekly acknowledgment letters.
	1.7	Send acknowledgement letters to donors with new intentions to give (ITG's) and automatic bank withdrawals (ABW's).
	1.8	Maintain kitchen tidiness, including washing coffee pots weekly and running and emptying the dishwasher.
	1.9	Check concessions each morning; restock as needed.
	1.10	Make morning coffee; order and pick up coffee bi-weekly (currently from Phil Kniss).
	1.11	Purchase kitchen/concession supplies as needed for the main building.
	1.12	Maintain plants on porches, and perform other daily maintenance of facilities and grounds.
	1.13	Oversee watering of indoor plants in the reception area, conference rooms and staff offices by request (currently, the President's office).
	1.14	Maintain <i>Prayer Calendar</i> and <i>Transforming</i> subscriptions.
	1.15	Count out and distribute monthly Prayer Calendars.
	1.16	Maintain vehicle log and sign-out; collect account charges for vehicle usage.
	1.17	Develop knowledge of all office machines (printers, copiers, postage meter, telephone system) to train staff and answer questions.
	1.18	Order paper/office/ mailing/restroom/janitorial/copier supplies as needed; keep organized; perform annual inventory of supplies for the Finance Director.
	1.19	Keep current on conference room and Mission Training Center technology; assist with set-up and use as needed.
	1.20	Aid the Executive Assistant in preparing for quarterly Board meetings.

2	Facility Coordinator: Mission Training Center	2.1	Manage the access code system for groups who use the building outside of VMissions' normal hours of operation.
		2.2	Ensure that all facilities policies are signed by groups outside VMissions. Report any failures to comply to a supervisor.
		2.3	Maintain VMissions Google calendar for Mission Training Center reservation schedules.
		2.4	Maintain stock of kitchen and cleaning supplies before and after events.
		2.5	Ensure general maintenance of the facility is kept up to date.
		2.6	Keep current on Mission Training Center technology; assist with set-up and use as needed.
3	General	3.1	Attend staff meetings, planning meetings when present in the office as requested.
		3.2	Attend events and staff retreats upon request.
		3.3	Perform other duties as needed.