

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Communication Arts Assistant	Status:	Core Part-Time (25)
Department:	CS Communication Arts	FLSA:	Non-Exempt
Reports to:	Communication Arts Director	Job Class:	Para-Professional
Direct Reports:	None	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	MON – TH	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. **Job Summary:** Provides administrative support of Oak Hills Church (OHC) Ministry Plan initiatives by assisting the Minister of Communication Arts and Communication Arts Director with administrative needs and staff communication. This position does not exercise supervisory responsibilities.

II. **Primary Duties and Responsibilities:**

Administrative Support

1. Provides administrative support to the Minister of Communication Arts and Communication Arts Director. Assists with travel arrangements. Schedules meetings and training for department.
2. Reviews inquiries received through Information@OHC e-mail account, assess and distribute to the appropriate ministry for resolution.
3. Process team credit card receipts and check requests. Submits requests to Finance Department on a timely basis.

Data Systems Support

4. Provides troubleshooting support for Online Event Registrations.
5. Creates and distributes the OHC Weekly Report designated staff.
6. Provides data entry support for Rock database users.
7. Acts as a back support for uploading Volunteer Applications.
8. Researches and merges duplicate records.

Crownridge App Support

9. Coordinates weekly content updates to devise application tool including, but not limited to: class schedules, sermon video/podcast, and weekly announcements.
10. Monitors functionality, content, and quality of App and forwards potential enhancements to supervisor.

Crownridge eNews Support

11. Collects ministry promotional items for entry and distribution of monthly eNews letter.
12. Other duties and responsibilities as assigned.

III. Minimum Qualifications:

1. High School diploma or GED. Two (2) years of college preferred.
2. Two (2) years of para-professional, bookkeeping, or administrative experience.

IV. Knowledge and Abilities:

1. Knowledge of principles of organizational and administrative practices.
2. Knowledge of computer office applications and equipment.
3. Knowledge of THE ROCK database system
4. Knowledge of basic accounting principles.
5. Knowledge of English grammar and vocabulary.
6. Knowledge of research and arithmetical methods.
7. Ability to work independently with limited supervision.
8. Ability to manage diverse tasks and projects.
9. Ability to discern and maintain confidentiality.
10. Ability to communicate clearly and effectively through both verbal and written means.
11. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
12. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

NEW: JULY 2018