

Title: Office Assistant

Purpose: To provide essential mail and office services for the virtual Presbytery office

Accountability: Accountable to the Presbytery Executive/Head of Staff, working with the Personnel Committee

Responsibilities:

1. Collecting mail from PO Box and scanning mail to persons as instructed
2. Holding physical mail for collection
3. Scanning bills to Treasurer and recorded scan date on originals
4. Preparing and making bank deposit of all checks received, scanning deposit and copies of checks and remittance advise to Treasurer. This requires opening all correspondence and removing checks, placing a copy of each check in the place of original.

Relationships: Works primarily with Treasurer; also Presbytery Executive(s), & Stated Clerk

Evaluation: During the first year of employment, a 'check-in' review will be completed at the one-month, three-month, and six-month intervals. At the six-month review, the Presbytery will have a better idea about how many hours are needed each week, whether the position is still viable, and / or whether additional responsibilities may be added – in consultation with the employee and Presbytery delegate.
Following this, a performance review will be conducted in the twelfth-month of the first year and then annually in accordance with Personnel Policy and Sexual Misconduct Policy (on website)

Work Time: Temporary Employment (six months minimum; with possibility for longer)
Approximately two to three hours per week;
Hours are to be recorded and presented to the Presbytery Executive for a signature before being sent for payment.

Requirements: Computer & Typing Skills
Professed Christian Faith
An understanding and support of the Presbytery Vision
Clear background check.