

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)
OFFICE ASSISTANT**

Reports to: Office Manager

Supervisory Function: None

Purpose: The Office Assistant is responsible for greeting guests, registering members, collecting fees, answering phones & questions, scanning, copying, and filing documents, and assisting the Office Manager with daily tasks. Confidentiality of information is required.

Job Type: Seasonal / Part Time Approximately 20-30 hours per week during the 9-week season.

Skill and Knowledge Requirements:

- High School Diploma preferred
- Excellent verbal and written communication skills
- Strong Organizational skills
- Experience with computers; software including Microsoft Word & Excel, Google Drive; and copiers
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff and volunteers

Essential Functions:

- Register members and collect fees applying CSA membership criteria and rules; updating member personal information; track Owner rental registrations; run & maintain reports
- Answer questions regarding CSA activities, lessons, registration, fees, FAQ's, events & performances
- Work closely with the Office Manager and other office assistants to complete daily office tasks
- Assist in the stewardship of the Assembly Building functional areas: books, kitchen, lobby, porch, bulletin boards
- Sort daily mail and assist members with mail, packages, and copier
- Assist with maintaining the Assembly Building communication outlets. i.e., whiteboard, bulletin boards, fliers etc.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift packages, office products and supplies, up to 10 pounds.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.