



**REACH THE
FORGOTTEN**
JAIL MINISTRY

Job Title: Office Assistant
Department/Group: Grand Rapids Office
Location: 1480 Buchanan SW
Grand Rapids, MI 49507
Position Type: Hourly
Rate of Pay: \$15.50/per hour
Skills Required: MS Office, Google Suite
Date Posted:
Skills Preferred:
Email: cherrick@jailministry.org
Subject Line: Office Assistant
Mission: To provide evangelism and discipleship among inmates in MI county jails

General Summary:

We are looking for an Office Assistant to provide support to the work of the Office Manager. The ideal candidate will be able to work independently on a variety of office support tasks. This position requires a high degree of attention to detail and accuracy. This is an office based part time position working 24 - 29 hours a week depending upon the needs of the office.

Essential Functions:

Perform clerical tasks, such as sorting, processing and sending mail
Welcome, host and assist visitors to the office
Maintain welcome area, open work space and refreshments
Monitor level of supplies and maintain stock items
Handle incoming calls and other communications
Distribute and monitor monthly reports and order requests
Process change of address reports
Daily remote bank deposits
Assist the Office Manager with chaplain's meetings and retreat planning; set up, clean up, rsvp's, catering, etc
Any other office related duties as assigned by the Office Manager

Requirements:

Proven experience in a similar office support role
Working knowledge of office equipment
Excellent organizational and time management skills
Analytical abilities and aptitude in problem-solving
Excellent written and verbal communication skills
High degree of attention to detail and accuracy
A passion for the work of ministry

Created by: Cherri' Kerr **Date:** 05/03/2021

Approved by: Nate DeWard **Date:** 05/10/2021

The above statements are intended to describe the general nature and level of work. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required and may change at the discretion of the incumbents manager/supervisor.