

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Office Team Member**

Department: Office

Approved by: Office Manager

ROLE

The Office Team Member is a dedicated individual who is looking to serve the church outside of Sundays. They will use their gifts of administration and organization at Bridge City Church to make a difference by supporting the ministry and the staff throughout the week (M-F) at the Church Office (North Braddock Campus) and during special events.

WIN

All various responsibilities will be completed in a positive and timely manner. Communications from the office and campuses will be sent out clear and concisely. All mailings will be sent out in a neat and presentable way.

RESPONSIBILITIES

- Submit to the vision and direction of Bridge City Church, the Lead Pastor, and Office Manager
- Assists with clerical duties such as mailings, filing, and print jobs
- Organizing office supplies and inventory
- Proofreading written communications
- Assists with office tasks and inventory during events

REQUIREMENTS

- Must have a growing relationship with Jesus Christ
- Positive and coachable attitude
- An open schedule to serve at least 1 to 2 times a month for 2 hours at a time
- Willingness to attend and serve at special events and services

REPORTS TO

Office Manager