



Proposed Job Description for Associational Missionary's Assistant

I. Work week:

A. Present work week: 8:30 – 4:30 Monday thru Tuesday and 8:30 – noon on Friday (36.5 hours)

1) Proposed work week:

(b) Monday thru Thursday 9 a.m. – 2 p.m. (20 hours)

(a) Tuesday thru Thursday 9 a.m. – 2 p.m. (15 hours)

(b) Tuesday thru Thursday – 9 a.m. – 3:30 p.m. (would count this as 20 hrs)

B. Proposed Salary:

(a) \$17,940.00 (15 hours per week at \$23.00 per hour)

(b) \$23,920.00 (20 hours per week at \$23.00 per hour)

(1) We could include additional days and hours as needed (i.e. church camp preparation, VBS Clinic and special events prep, etc and dependent upon the Assistant's availability)

I. Duties:

A. Typical Associational secretarial tasks

1) Answer phone, make copies, keep Assoc. calendar up to date, schedule rec trailer and VBS props use, print & mail newsletter and other publications etc

B. Serve as Associational Treasurer if willing

1) Receive and deposit Association income, pay bills, manage Church Camp, Mission Trip, and Rec Trailer income/expenses

(a) Most of the bills are set for auto draft

C. Other:

1) Help Bro. Danny keep the office tidy

2) Check supplies and order when necessary (i.e. copy paper, refreshments, popcorn, sno cone & cotton Candy supplies, etc.)

Send hard copy resumes to: ARVBA

801 Williamson Way

Russellville, AR 72801

Send Resumes as attachment (better) to: arvba@suddenlink.net