

# OFFICE ASSISTANT

(Approved by Personnel: draft 10-18-17)

**Purpose:** To provide administrative support to the Office Administrator and the Presbytery of Hudson River (HRP).

**Accountability:** Supervised by the Office Administrator primarily and the General Presbyter as Head of Staff secondarily, while accountable to the Council through the Personnel Committee.

**Relationships:** HRP staff and leaders.

**Responsibilities:**

1. Assist the Office Administrator with the operation of the office including the following:
  - a. Process phone calls, email and mail;
  - b. Maintain the calendar of HRP activities and committee meetings;
  - c. Maintain the office files, including HRP member and church files;
  - d. Maintain the contact information in Constant Contact;
  - e. Maintain office supplies;
  - f. Maintain the office equipment; and
  - g. Provide administrative support to the staff.
2. Assist the Office Administrator with the arrangement of committee and presbytery meetings and for presbytery meetings including the following:
  - a. Recruit host sites and making space reservations as needed;
  - b. Assist sites, as needed, with their preparations; and
  - c. Manage pre-registration.
3. Attend staff meetings.
4. Perform other duties, as time allows and as directed by the Office Administrator or General Presbyter.

**Qualifications:** Experience in administrative work in an institutional environment; good computer skills with knowledge of Microsoft Office including, Publisher, Word, Excel and PowerPoint; well versed in the use of e-mail and the Internet; competent in the operation and maintenance of office equipment; good administrative, organizational, and communication skills and ability to be self-motivated; a good work ethic, ability to maintain confidentiality and work with a variety of personalities.

**Type:** Part-time (12 hrs./wk. – ordinarily 6 hrs. each, Tuesday and Thursday), hourly position.

**Terms/Compensation/Benefits:** Determined by the Council through the Personnel Committee, ordinarily on an annual basis.

**Review:** An annual review will be conducted by the Personnel Committee and General Presbyter.

**Notice:** The employment relationship may be concluded by either party with no less than two weeks' notice, except that the Personnel Committee, in consultation with the General Presbyter, may terminate for cause without such notice.