

Westminster Presbyterian Church

Job Description

Job Title	Administrative Assistant
Department	Administration
Reports To	Church Administrator
Date	12/2019
Overall Responsibility Provides broad administrative support to church office staff and congregants and maintains office operations.	
Key Tasks and Responsibilities <ul style="list-style-type: none"> • Performs administrative tasks related to membership to include: <ul style="list-style-type: none"> - maintaining accurate information on members in database. - generating reports and mailing labels as needed. - tracking worship/Sunday school/small group attendance and updating database. - generating weekly prayer list/postcards and new visitor letters. • Provides administrative support for Celebrate Recovery • Supports ministry areas by assisting with clerical needs for Vacation Bible School, Sunday School, music/youth programming, adult programming, etc. • Serves internal and external customers by answering telephone, greeting visitors, fielding questions, and offering assistance. • Maintains literature in pew racks and attends to organization in Sanctuary.. • Maintains office supplies by monitoring inventory, placing orders, and organizing items. • Facilitates communication, generates professional correspondence, and provides support with congregational mailings. • Performs general office duties • Assist with Sunday worship materials and organize print production. • Completes other duties and projects as assigned by supervisor. • Collaborates with facilities staff. • Prepare Wednesday morning Chapel service to include purchasing and preparing bread. • Edit key communication pieces (i.e. Weekly Update, Order of Worship, News&Events) 	
Skills and Attributes <ul style="list-style-type: none"> • Strong verbal and written communication skills • Proficiency in Microsoft Office • Ability to type • Ability to work independently • Some schedule flexibility • Editing is a key component so attention to detail is critical 	
Education/Experience <ul style="list-style-type: none"> • High school diploma or equivalent; Associates degree preferred • Prior administrative experience 	
Approvals	
Employee: _____	Date: _____
Supervisor: _____	Date: _____