

Job Description
Administrative Assistant
John Calvin Presbyterian Church Florence, SC

Purpose: The purpose of the Administrative Assistant is to assist the church in fulfilling the Great Commission by managing the business and communication of the church and to work closely with the church leaders, staff, and congregation to carry out the goals and vision of John Calvin Presbyterian Church.

This is a 16 hour/week part-time position.

Primary Responsibilities: The primary responsibilities of the Administrative Assistant are to keep the daily function of the office running efficiently, to facilitate the flow of information and communication between the public and the church staff, and to manage the resources needed for the ministries of the church to be effective.

Accountability: The Administrative Assistant reports directly to the Pastor for daily direction and is supervised by the Personnel Committee. The Personnel Committee and the Pastor have oversight of the specific job responsibilities, objectives, and work of the Administrative Assistant. These are subject to change as necessary with Session approval. This position requires strictest confidentiality. Breaking this confidentiality is grounds for immediate dismissal.

Expectations & Proficiencies:

- Microsoft Office (Word, Excel, Power Point, etc.)
- Willingness to learn Church Management Software
- Google Calendar & Google Docs
- Working knowledge of social media
- Proficient writing skills
- Ability to use and navigate online resources
- Professional competence
- Self-motivation
- Strong work ethic
- Ability to self-prioritize duties and function independently

Duties:

Office Management:

- Maintain and continuously update church records and lists including but not limited to membership, Session, committees, baptisms, weddings, funerals, attendance, etc.
- Maintain church business files including but not limited to correspondence, purchases, receipts, insurance, maintenance, etc.
- Prepare and publish scheduled lists of those volunteering to serve in worship.
- Coordinate and publish the availability of space for meetings and activities for the church planning both online and on the printed calendars.
- Ensure adequate materials, supplies, and resources are ordered, available and in stock to meet the daily needs of the church office and staff.
- Facilitate the maintenance of the office equipment.

Communication

- Facilitate the flow of information through the church by greeting people warmly and providing assistance as needed, answering phone calls, responding to phone messages, handling daily mail, responding to the church corporate email and responding to all communications appropriately.
- Provide requested information for and assist with dissemination of the monthly newsletter.
- Prepare and disseminate letters of acknowledgment for all Memorial and Honorarium donations along with letters to recipients.
- Provide a list of visitors to the chairperson of the Caring & Fellowship Committee each week.
- Prepare church correspondence as requested.

Other Responsibilities

- Prepare Materials for Worship including bulletins, music, children's bulletins, readings, and count sheets, etc.
- Provide administrative support for the pastor, session, and church staff as needed. This may include but not be limited to giving statements, financial reports, session packets, session minutes, annual reports, annual reviews, congregation letters, committee reports, etc.
- Help plan and coordinate events, services, and meetings and keep church leaders and staff informed of these ongoing events.
- Work collegially and enthusiastically as a member of the church staff.