

Administrative Assistant  
Westminster Presbyterian Church – Topeka, KS  
June 7, 2021

## **Job Description**

The Office Administrator's role will include working closely with our leadership team, councils, committees, and members by handling clerical duties and providing administrative support while maintaining confidentiality, exercising sound judgement, and setting priorities appropriately.

## **Responsibilities and Duties**

- Perform clerical duties such as answering phone calls, responding to emails, preparing correspondence, creating forms, filing, ordering office supplies, distributing mail.
- Prepare weekly church bulletins and pew sheets.
- Maintain current member contact information.
- Work with the Church Treasurer by tracking miscellaneous payments, submitting invoices for payment, preparing weekly deposits.
- Attend weekly staff meetings.
- Create and distribute monthly newsletter.
- Keep documents, forms, publications updated.

## **Communication Support**

- Prepare and send informational emails to the congregation.
- Receive and distribute monthly minutes from councils and committees.
- Maintain a monthly calendar of events and meetings.
- Act as an information, resource support for members.

## **Primary Skills Desired**

- Knowledge of office practices and procedures.
- Proficient in a variety of computer software applications including Microsoft Office Suite and Google Documents.
- Good interpersonal skills, showing respect and hospitality while setting appropriate boundaries with ability to maintain confidentiality.
- Ability to work independently as well as under supervision by managing time well and staying on task. Ability to exercise sound judgement and set priorities appropriately.
- Working knowledge of business English, spelling, punctuation, and ability to proofread.
- Some knowledge of church practices and ministry.