

Presbytery of San Gabriel, Presbyterian Church (U.S.A.)

Associate Stated Clerk and Administrator

(67% or 80% time, exempt position)

Purpose: To further the mission of Jesus Christ through the Presbytery of San Gabriel by managing the office operations of the Presbytery, and maintaining records and processes in support of the Office of the Stated Clerk.

Responsibilities:

1. Along with Presbytery staff, strive to promote harmony and effective ministry of member churches and Presbytery leaders by responding to inquiries in a prompt and friendly manner.
2. Manage an efficient and helpful office (including maintaining office hours, managing equipment and records, ordering supplies, managing paper workflow), utilizing technology and volunteers as appropriate to ensure timely and helpful responsiveness to Presbytery members and churches.
3. Primary coordinator of communications for the Presbytery, including phone, mail, meeting calendar and reminders, and supervision of website.
4. Provide property management support for Presbytery Center and other Presbytery properties, including management of vendors, documentation, and Facility Use Calendar.
5. Act as recording clerk for meetings of the Presbytery, Presbytery Executive Commission, and Commissions of Ministry and Preparation for Ministry by taking minutes, managing documentation and scheduling of visitors, and supporting development of the dockets.
6. Provide support to the Presbytery Stated Clerk by processing reports to individuals and other councils and agencies of the church regarding ecclesiastical status, and support for collection of annual ministry reports, annual statistical reports, and review of session minutes and records.
7. Maintain the records of the Presbytery, including database, rolls and minutes, and physical files, including historical records of former congregations.
8. Provide administrative help to Executive Presbyter, Bookkeeper, and Presbytery leaders as time allows.

Accountability: Works with both the Stated Clerk and Executive Presbyter as a colleague and support for their respective responsibilities. Annual reviews will be conducted by the Executive Presbyter with input from the Stated Clerk, and reviewed by the Personnel Committee.

Qualifications:

1. Demonstrated excellence in office management and detailed recordkeeping.
2. Excellent skills in written and interpersonal communications.
3. Ability to show respect and friendliness even in times of stress.
4. High level of integrity, self-initiative, and work organization and follow-through.
5. Comfort level with diverse cultural groups and tasks.
6. Flexibility in hours and locations, as the work requires.
7. Valid California driver's license, current automobile insurance, consistent and reliable transportation.
8. Experience in and appreciation for the Presbyterian Church is preferred.
9. Ability to communicate in other languages used in Presbytery of San Gabriel is preferred.

Compensation:

1. Salary of \$33,500 for 67% time, or \$40,000 for 80% time.
2. Benefits of up to \$10,000 for the year for medical or other benefits as negotiated with candidate.
3. Two weeks/year paid vacation, paid holidays, and telecommuting options.