

## **Position Title: Administrative Assistant**

### **Job Overview:**

The primary role of the Administrative Assistant is to provide support & assistance to the Pastor and the ministries of the congregation. The administrative assistant is responsible for the daily administrative functions and efficient operation of the church office. Reporting to the Parish relations ministry this role involves managing the preparation and production of all materials for the congregation, maintaining church records, and updating the church calendar of events. The individual must be a self-starter capable of working with minimal supervision.

### **Responsibilities include the following:**

- Answer phones/voicemail/email, screening & returning calls.
- Make schedules and reservations for church social events
- Prepare all session dockets, send Annual Presbytery Reports, and update forms for the Board of Pensions.
- Notifications to the Prayer Chain, as information is received in the office about hospitalized, ill, or special-needs members, or about deaths.
- Collaborate with Pastor and Clerk of Session to prepare & proof the Session Agenda & gather material for all Session meetings. Coordinate with the Pastor & Clerk of session to schedule baptisms, weddings, funerals, installations, and other events that are life of the church. Serve as the point of contact for the pastor. Update phone directory.
- Prepare & proof weekly Sunday church bulletin, slide show, Music & Liturgist guide. Prepare & proof monthly church calendar & Flashes.
- Report employee hours to the payroll service. Make bank deposits & prepare checks, file check stubs & reports. Code & record income, transfers & expense items. In collaboration with the Finance ministry prepare & proof Church financial reports (annual report, new budgets, giving statements, investments, etc.) & meeting reports.
- Records all church receipts & disbursements, orders flowers.
- Serve as the backup point of contact for emergencies or vital maintenance as needed, and co-ordinate regularly with the property ministry. Assist with building/office records, pay contractors & maintenance. Receives bills, codes & make sure all church expenses are paid in a timely manner & do not incur late fees. Oversee and coordinate the issuing and returning of keys.

- Maintain copier and other office equipment & obtain service when needed. When requested, order supplies, books and other materials needed in the ministry of this church. Supply member & church information when requested to church ministries and Deacons.

### **Position Qualifications:**

- High school diploma, college degree preferred.
- Self-motivated with an ability to work independently & cooperatively with other staff and congregation members.
- Proficient in a variety of styles of writing & knowledge of spelling, punctuation, sentence structure & writing.
- Computer literacy with ability to operate various computer software involving word-processing, spreadsheet, presentations, & database.
- Working knowledge of basic publishing & record/bookkeeping procedures.
- Listen carefully to others and communicate effectively.
- Take direction & use constructive criticism in a positive way.
- Ability to maintain confidentiality.
- Commitment to Christ & personal spiritual development

**Experience:** Administrative experience: 5 years (Preferred)

**Job Type:** Part-time

**Pay:** \$20 per hour

**Expected hours:** A minimum of 20 hours per week required in the office 9am–2pm Monday - Thursday

**Benefits:** 8 days paid vacation/sick days after 90 days of employment