

# Westminster Presbyterian Church

## Job Description

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