

Administrative Operations Manager  
Job Description—Part time  
Presbytery of Redstone

### Role and Responsibilities

The Administrative Operations Manager manages and directs day-to-day activities of the Presbytery office, Presbytery meetings and committees, and assists the Executive Presbyter/Stated Clerk. The person in this position is required to follow the governing documents of the Presbytery (including the bylaws, manual of administrative operations, and Book of Order) so either prior familiarity or a willingness to learn is essential.

Reports: The Administrative Operations Manager will report directly to the Presbytery Executive. A member of the Staff Support committee will also serve as a liaison to this person on behalf of the committee. Evaluation will take place in the first ninety days and afterward at least annually.

Specific responsibilities are to:

- 1) Support general office work (mailings, filing, answering phones, meeting notifications)
- 2) Maintain minister, committee, and church database for current directories and minister rolls
- 4) Track and maintain office supplies and hospitality items
- 5) Maintain Presbytery calendar and office meeting schedule
- 6) Receive all checks and log for bookkeeper processing
- 7) Support and resource all presbytery standing committees for meeting documents
- 8) Manage background checks and boundaries/ethics participation for all pastors serving in the presbytery.
- 9) Keep records of pastoral terms of call, annual changes and contracts;
- 10) Resource clerks of session in any responsibilities relative to the Office of General Assembly
- 11) Act as Recording Clerk for Presbytery meetings and Council meetings;
- 12) Record and manage pre-registration for Presbytery meetings
- 13) Prepare and post online Presbytery meeting papers as well as in-meeting PowerPoint
- 14) Other duties as assigned.

### Qualifications

- Proficient in Microsoft Office Suite and open to learning new technology;
- Able to work independently;
- Shows strong organizational skills, including time management and ability to prioritize;
- Demonstrates strong verbal and written communication skills;
- Maintains confidentiality;
- Professional demeanor, discretion, and good judgment.

### Details

- Part time
- Based in Presbytery Center, Greensburg with some travel for Presbytery meetings
- \$18-22 per hour, (with an average of 20 hours/week or 950-1050 hours annually)
- In Person office work schedule of Monday-Thursday. Occasional evening or weekend hours required for Presbytery meeting
- Serve as an at will employee of the Presbytery