

## **Administrative Assistant**

**Hours of Work:** 20-25 hours a week, with schedule established at time of hire.

**Reporting Relationship:**

Administrative Assistant is under the direct supervision of the Pastor and accountable to the Personnel Committee of Session in consultation with the Pastor.

**General summary and function of position:**

To perform range of administrative and clerical functions in support of on-going operation in the church office.

**Responsibilities and Duties:**

**Duty 1** Provide administrative and clerical support to pastor and church.

Receive visitors and telephone calls, take messages and read and respond to email.

- Provide information to callers based on knowledge of church operations, Pastor's preferences and church procedures.
- Keep informed of office details, keep Pastor informed and advise Pastor of issues, concerns and problems.
- Maintain confidentiality of documents and information received.
- Maintain church calendar.
- Prepare and print bulletin for worship at direction of Pastor.
- Send reminders to Sunday worship service helpers and others, as requested.
- Compose and record One Call Now messages.
- Understands duties of Financial Recording Secretary.
- Other duties as assigned.

**Duty 2** Perform, oversee and coordinate the basic clerical functions of church office.

- Bring in, open, and distribute mail.
- Compose and type routine letters.
- Assist in creating and revising forms, procedures and manuals, reports, minutes of meetings, numerical data and charts.
- Proofread and correct prepared materials for correct grammar, format, completeness, and content.
- Compile, publish and distribute monthly newsletter.
- Compile and print copies of Annual Report for annual congregational meeting.
- Maintain large bulletin board in entry way and the content of the exterior sign in front of church.
- Assemble and distribute Session materials.
- Operate standard office equipment.
- Plan for continuity when not present.

**Duty 3** Provide record keeping and computer data entry to facilitate effective management of the church.

- Maintain files, logs, indexes, records, or other information, including entry, retrieval, updating, verifying and deleting information from electronic files.
- Maintain and update database of church members and visitors, including mailing list for newsletters; committees, Boards of Deacons, and Session lists; Deacons for Parish Care assignments; and stewardship mailing.
- Maintain record of requests to use church facilities, including obtaining Building and Grounds approval, notifying custodian, and notifying the sound system attendant if needed.
- Assist with church directory, when required.
- Maintain key log.

**Duty 4** Provide clerical support to ensure adequate supplies and materials are ordered in a timely fashion.

- Determine need and order office supplies, bulletin covers, stationery, copy paper, etc. and determine need and order equipment service or repairs as needed.
- Order nameplates for interments in Pennington Garden.
- Order other items as requested.

**Physical effort needed to perform this job and environmental conditions.**

Work is performed in standard office environment. Job duties may require employee to bend, reach, stoop or stand and occasional use of stairs

**Knowledge, skills and abilities**

Knowledge of application of instructions and guidelines to specific problems.

Knowledge of office practices, procedures and computer software programs.

Knowledge of the organization and maintenance of filing systems.

Knowledge of correct English usage and grammar.

Knowledge of use and make up of forms.

Ability to use discretion when giving out information or referring callers.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to follow, apply, and interpret oral and written instructions.

Ability to create charts, graphs, databases and spreadsheets.

Ability to perform mathematical calculations.

Ability to determine work priorities and meet deadlines.

Ability to type.

Ability to operate standard office equipment.

Ability to use or acquire skills to use Microsoft Office, Word, Publisher, Excel, Outlook, PDF files, Power Church Plus and other software.