

**JOB TITLE:** ADMINISTRATIVE ASSISTANT

**SUMMARY STATEMENT:** Responsible to the church, through the Session, for the management of all communication, the administrative operation of the church, and assisting with financial tasks. The Administrative Assistant receives direction and assistance from the Administration and Finance Commission and the pastors. The hours will be Monday – Thursday, and occasionally Sunday morning.

**Qualifications:** Two (2) years or more of experience in word processing, bookkeeping and digital media. Knowledge of Microsoft Office and Google Workspace Apps required. Canva, Constant Contact, video editing software, Wordpress, and Church Windows Management Software knowledge is a plus. If any programs are unfamiliar, an ability and willingness to learn these programs is required.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Works with pastors and other staff to prepare multimedia components for projection on screens in the sanctuary. This includes Sunday worship and other special worship services.
2. Share worship through website and social media.
3. Curate and maintain an engaging congregational social media presence.
4. Update website, social media accounts, and Instant Church Directory.
5. Prepare digital media for weekly worship.
6. Plan needed visual arts, imaging, and layout for other church activities.
7. Assist with electronic marketing – including the weekly email newsletter.
8. Receive and direct all callers and inquirers; perform clerical duties as requested.
9. Format, finalize, and print required documents (bulletins, thank yous, newsletters, etc.).
10. Use calendar software to schedule meetings and building use (including preschool activities).
11. Program and distribute keys/fobs and instructions regarding building security.
12. Manage membership rolls (Connection Folder, PCUSA statistics).
13. Handle event registration and track attendance.
14. Process vendor payment/reimbursement requests.
15. Collaborate with the Financial Administrator to manage bill receipt and payment.
16. Collect payments from various groups as necessary and deposit in church safe.
17. Track fixed assets, procurement, office supplies, and equipment maintenance.
18. Distribute Financial and Giving reports.
19. Maintain Church Windows Database contacts.
20. Secure volunteers for worship and special events.
21. Train volunteer assistants and backups.
22. Assist staff and church officers as needed and provide confidential support to the pastors.
23. Collaborate with the Digital Worship Coordinator on the process to ensure the multimedia used in Worship is created and properly loaded onto VMix.
24. Other duties as requested to assist with the management of the church.

**CORE COMPETENCIES**

- ***Integrity and Trust.*** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes, doesn't misrepresent him/her/themself for personal gain.
- ***Function/Technical Skills.*** Has functional and technical knowledge and skills to do the job at a high level of accomplishment including but not limited to knowledge of Microsoft Office and Google Workspace Apps. Familiarity with Canva, Constant Contact, video editing software, Wordpress, and Church Windows Management Software is a plus. If any programs are unfamiliar, an ability and willingness to learn these programs is required.
- ***Self-Development.*** Is personally committed to and actively works to continuously improve him/her/themself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.
- ***Composure.*** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- ***Dealing with Ambiguity.*** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
- ***Ethics and Values.*** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; practices what he/she/they preaches.
- ***Informing.*** Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
- ***Work/Life Balance.*** Maintains a conscious balance between work and personal life so that one doesn't dominate the other; is not one-dimensional; knows how to attend to both; gets what he/she/they wants from both.

**RELATIONSHIPS:**

Works with and gives support to the pastors and staff, commission chairs, and other church groups. Direct supervision received from a pastor.

**HOURS AND TIME:** This position requires an average of 30 hours per week but hours may vary as needed especially during end of year processing and reconciliation or busy liturgical times of year.

**BENEFITS:** Pension, Death, Disability, Medical, Dental and Vision

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_