

## **Job Description**

### **Administrative Assistant**

**Reports to:** The Pastor  
**Directly Supervises:** N/A  
**Status:** Part-time  
**FLSA:** Non-exempt  
**Schedule:** Monday – Thursday 9:00am – 2:00pm; in-person at Peace Presbyterian Church

**Purpose:** To provide administrative and support services to the Pastor, Session, Church Staff, and Congregation of Peace Presbyterian Church.

### **ESSENTIAL QUALITIES AND SKILLS**

- Receptive: receive and carry out directions/requests from Pastor, church leadership, and members of the congregation
- Communicative: maintain clear, open, and effective communication with Pastor and church leadership, and congregation, especially in communicating pastoral care concerns
- Confidentiality: understand the importance of and working with the Pastor to maintain pastoral confidentiality
- Accurate & Detail-Oriented: practice accuracy and precision in work activities and outputs
- Collaborative: function as part of a team with the Pastor, church staff, Session, and church members
- Flexibility: adaptable to changing situations and needs of the church
- Dependability: consistent in job duties, reliable in keeping a schedule and able to complete functions during agreed upon working hours

### **Physical Requirements**

- Positions self to use office phone system, office computer, printer, copier, and other general office equipment.
- Moves throughout all areas of the church and grounds to complete daily tasks.
- Lifts packages weighing up to 30 pounds.

### **ESSENTIAL FUNCTIONS**

#### **Information and Communication**

- Welcomes the public and church members by answering general calls, email, and visitor inquiries.
- Collects and facilitates communication between church members and others to/from the Pastor, church staff, ministry teams, and the Session.
- Maintains the church calendar and communicates scheduled use of the building/facilities to appropriate leadership.
- Maintains the church website and Facebook page.
- Prepares and contributes to weekly emails and monthly newsletters to the congregation.
- Prepares, publishes, and prints the weekly worship bulletin and bulletins for special services.
- Sets up Zoom meetings or conference calls for the session or ministry teams.
- Maintains the prayer concerns list in collaboration with the minister.
- Maintains confidentiality and security of members' information, in consultation with Pastor, treasurer, and clerk of session.

## **Church Office Support**

- Receives members and visitors to the church during office hours
- Disseminates telephone messages accurately and in a timely manner.
- Receives and distributes postal mail to church leadership and GKPC/UIPT
- Prepares and sends routine correspondence for the church office and as directed by the Pastor
- Maintains and replenishes supplies for the church office, housekeeping, and the kitchen, according to the church's budget
- Keeps office equipment serviced and in good working order (copier, computer, telephone).
- Maintains church keys in collaboration with the Building and Grounds team.
- Maintains church files in an organized and transparent filing system, both digitally and in hard copy
- Follows church office and information technology protocols.

## **Data Management**

- Maintains and updates the congregational database, mailing and distribution lists, and all other necessary and related records as changes occur.
- Maintains records of attendance of members and visitors.
- Collaborates with the Pastor and Clerk of Session to complete annual statistical reports for the session, presbytery, and denomination

## **MINIMUM QUALIFICATIONS**

- Four (4) years of general office experience or combination of experience/training/education required and two (2) years or more in a church setting preferred.
- Works independently with a minimum of direction and supervision.
- Proficient in software and social media platforms, including and not limited to: Microsoft Word, Excel, and Powerpoint; Canva, Weebly, and Facebook

## **BENEFITS**

<b>Salary</b>	Starting at \$17.50 per hour; increasing to \$20.00 per hour following a 90-day probationary period
<b>Paid Holidays</b>	Ten (10) days as stated in personnel manual
<b>Vacation</b>	Four (4) days after one full year of service; eight (8) work days after two full years of service, followed by one (1) additional work day after the third year of service; up to a maximum of twelve (12) work days per year.
<b>Mileage</b>	Mileage reimbursement for church-related business will be offered at the current IRS-rate
<b>Additional Benefit</b>	Death and disability coverage (2.5% of annual salary) through The Board of Pensions of the Presbyterian Church (USA)

*Interested applicants should email their resume and contact information to:*

*Peace Presbyterian Church  
ATTN: Rev. Sydne Allen, Pastor  
[office@peacepresbyterianchurch.org](mailto:office@peacepresbyterianchurch.org)*