

Administrative Assistant

Job Summary: The primary roles of the Administrative Assistant are:

- To provide support and assistance to the Senior Pastor, professional staff and lay leadership to achieve the ministry goals of Providence Presbyterian Church (PPC).
- To provide help and support for the PPC family and the community who contact the office.
- To coordinate the work of the church office.

Required Qualifications:

- A firm profession of faith in Jesus Christ as Lord and Savior
- Works well independently; yet functions as part of a work team
- A helpful, cheerful, diplomatic and caring servant attitude to all
- Ability to meet people comfortably and confidently
- Efficient, caring and discerning telephone skills
- Strong working knowledge of computers and proficiency in software programs, (both PC and MAC), database systems and use of the internet
- Strong organizational skills
- Ability to prioritize and multi-task, using good time management skills in an ever changing environment
- Writing, grammar, and proof-reading skills
- Problem-solving skills
- Safeguard confidential information and materials both shared and overheard
- Certified Notary Public

Educational Requirement:

- 3-5 years' experience as an administrative assistant

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee may need to lift boxes of paper, office supplies or equipment around 40 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Accountability:

- The role is accountable, day-to-day, to the Senior Pastor

Essential Functions and Responsibilities:

1. Administration of church office
2. Assist as needed in crisis situations, and serve as a helpful and caring assistant to interface with the congregation and the ministry staff
3. Attend scheduled staff meetings
4. Notify pastors, care team leaders and others with a need-to-know immediately of congregational needs/concerns/ etc.

5. Design and prepare weekly and special worship bulletins, announcement inserts and oversee bulletin assembly
6. Design and prepare public relation pieces (mailers and fliers)
7. Arrange, organize and maintain material for the literature racks
8. Maintain church scheduling and calendars. Keep website calendar current.
9. Prepare annual reports, directories and other materials as needed
10. Aids in meeting preparation through the production of documents, handouts, reports, reminders, etc., as requested or approved by the pastor
11. Takes initiative for new and special projects, as requested or approved by the pastor
12. Keep membership module of Church Windows accurate and current at all times (new members, addresses, baptisms, weddings, deaths).
13. Keep office neat, organized and inviting
14. Order and monitor administrative supplies for efficient office functioning
15. Order additional supplies such as kitchen and facility supplies
16. Maintain office equipment; service contracts and obtain service as needed
17. Recruit, coordinate and supervise volunteer help for routine tasks as needed with mailings, reports, bulletins, and/or office coverage
18. Prepare necessary information for the church newsletter prior to monthly deadline
19. Other duties as assigned

Hours: Days and hours are typically Monday to Friday 9am to 3pm; but some flexibility may be required based on the needs of the congregation but not to exceed 30 hours a week.

Continuing Education: Opportunities appropriate to the position will be considered for approval by the pastor within budget restrictions

Vacation: one week (five workdays paid vacation after six months of employment. After one year of employment, an employee eligible for benefits will earn two weeks (ten workdays) of paid vacation per calendar year. After five years of employment, an employee eligible for benefits will earn three weeks (fifteen workdays) of paid vacation per calendar year.