

POSITION DESCRIPTION:  
Administrative Assistant

ATTRIBUTES

1. Maintain confidentiality while working alongside the pastor in tasks that contribute to the general well-being of the church.
2. Exhibit creativity by pro-actively finding ways to increase communication within the church, increase understanding of the ministry of the church, and increase community understanding of our work in the neighborhood.
3. Be friendly, honest, and trustworthy with material that is sensitive.
4. Be able to interact with members and non-members with the same Christ-like servant attitude.
5. Be excited for the work of Jesus Christ and hopeful that First Presbyterian might be able to be an instrument of instilling the kingdom of God in this region.

TASKS

1. Be responsible for the bulletin and all of its contents.
2. Coordinate the building usage with Trustees, contractors and other interested parties.
3. Communicate with chair-persons of all the committees and groups that meet within, and on behalf of the church, help to insure that the ministry and the mission of the church maintain a unified focus.
4. Insure that information about the committees and groups is disseminated in an accurate and clear way.
5. Be a resource person for any of the committees or groups of the church to help them carry out their weekly tasks (publish minutes, advise on liturgical calendar, print out name tags for greeters, send out emails for worship support, be an active participant on the media team to develop announcements, and other duties as requested)
6. Be knowledgeable of social media and latest computer technologies and use those skills for the enhancement of the ministry of the church. – e.g. basic proficiency with Microsoft Office programs, Facebook/Instagram, Google Calendar, etc.
7. Maintain record of vacation days for all staff members.
8. Maintain records of security clearances for all volunteers and staff.

9. Maintain an organized and welcoming office space.
10. Organize with the Coordinator of the welcome desk the schedule of volunteers. Be creative in finding meaningful tasks for volunteers while at the desk.
11. Be intimately aware of all meetings, programs and events that are happening in the life of the church and be able to communicate these events accurately and expansively.
12. Be aware of the calendar of the pastor.
13. Cooperate extensively with the Pastor in creatively finding ways to further the ministry of the church.
14. Be responsible for the daily setting of temperatures across the building.
15. Be available for any other duties that the pastor may assign.
16. Be the point of contact for the collection of tuition receipts for the pre-school.
17. Keep accurate church records of membership, baptisms, and all funerals conducted by the pastor both within and outside the church, all weddings conducted at the church, and all other weddings conducted by the pastor.
18. Retain minutes of Session, Trustees, and Deacons.
19. Produce a monthly newsletter which provides up to date information about the life of the church
20. Generate to the congregation flash communications revolving around life events of members. This could include births, deaths, illnesses, and accomplishments.