

Crafton United Presbyterian Church
Administrative Assistant Job Description

Summary:

The Administrative Assistant position is responsible for the overall church office activities including coordinating office services, general inquiries of ministry and pastoral care, facilities maintenance, the initial inquires to the Food Bank, and interacting with church attendees and the general public.

Under the direct supervision of the pastor and session this position provides administrative and secretarial support for the pastor and volunteer church leadership. The successful candidate will perform the following duties: typing, filing, scheduling, maintaining the official church calendar, coordination of meetings materials and mass communications using various platforms, manage church website, ordering office supplies, work on special projects and maintain relationships with outside vendors. Also, answers non-routine correspondence and assembles confidential and sensitive information. Independent judgment is required to plan, prioritize and organize a diversified workload.

Accountability: The Administrative Assistant will report directly to the pastor and the session.

Essential Administrative Functions:

1. Answer incoming phone and electronic communications and welcome visitors. Ensures effective internal and external communications and maintains a professional Christian image. Relays pastoral care concerns to the pastor and deacons.
2. Prepare documents, meeting materials, posters, and multi-media communications for all ministry teams and ad hoc groups including: weekly bulletin & PowerPoint presentation for all services & meetings, quarterly newsletter, session minutes, ministry team reports, correspondence and mass communications. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
3. Works independently and within a team on special nonrecurring and ongoing projects. Acts as project coordinator for special projects at the request of the pastor, Clerk of Session, Church Treasurer and committee chairpersons, which may include: preparing meeting materials, mailing giving statements, planning and coordinating multiple presentations, disseminating information, and creating posters & multi-media communications.
4. Update church related membership and giving information in church related membership software. Work with the Clerk of Session and pastor to prepare baptismal and membership certificates, letters of transfer of membership and confirmation, and keeping records updated in the Minute and Record Books.
5. Ensure the necessary resources are in place for worship services including: Securing volunteers for the weekly worship service (liturgist, greeters, technology coordinator, nursery helper, and 2 counters), placing children's and worship bulletins at the church entrances and coordinating with the Worship committee for special seasonal worship supplies.
6. Support the Crafton/Ingram Food Bank to include: answer inquires to provide general information and forward messages to the Food Bank volunteers. Refer inquires for services to appropriate agencies.

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7. Maintain an accurate schedule of church events and groups using the church facilities. Coordinate with the pastor regarding his/her schedule.
8. Sort incoming mail and direct to appropriate individuals and groups. Ensure outgoing mail is sent on a timely basis.
9. Coordinate advertising and publicity to include: local newspapers, updating church website and Facebook pages, and posters within the church building.
10. Supervises the maintenance of office equipment including copier, phone, etc. Coordinates regular building maintenance appointments with vendors.
11. Maintain confidentiality and be flexible.
12. Fulfill other administrative tasks and duties as assigned by the pastor.

Requirements: Proficient in Microsoft Office Suite to include Word, Excel, Publisher, PowerPoint, and email. Must be willing to learn church related membership and accounting software. Demonstrate a positive public image.

Schedule: Work 20 hours per week from 8:30am – 1:30pm Monday through Thursday. Must be available to work during “core” office hours.

Required Education and Experience:

1. High school diploma or GED equivalent.
2. 1-2 years of previous Administrative Assistant and accounting experience.
3. Ability to successfully complete background check.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation: Salary will be based on experience and paid on a monthly basis. Time off will include the following: two weeks paid vacation which accrues on a monthly basis. Paid holidays include: New Year’s Day, Martin Luther King Day, Monday following Easter*, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, day after Christmas*, and one personal day.

***Note:** Holidays as office hours are Monday – Thursday. The office is closed on Friday. If office hours were to change and be open on Friday, these holidays would then become Good Friday and the day after Thanksgiving.

Competencies: Ethical Conduct, Time Management, Organization Skills, Financial Management, Project Management, Personal Effectiveness and Credibility.

Send resumes to pastor@craftonup.com