

East Liberty Presbyterian Church – Position Description for POSTING

TITLE: ADMINISTRATIVE ASSISTANT for OPERATIONS

PURPOSE: To serve, strengthen and advertise ELPC congregational life and ministry by providing administrative structure and day-to-day support to the church's missional, operations, and financial areas.

ACCOUNTABLE TO: The Personnel Committee of the Session of ELPC through the Director of Church Operations and the Financial Administrator.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Coordinate the administrative functions of the Director of Church Operations, the Financial Administrator and the Facilities Administrator while assisting staff members in facilitating the efficiency and effectiveness of church operations
2. Support administrative functions for Presbyterian Women, Finance, Stewardship, Centennial Fund, Membership & Outreach, Personnel, and Property Committees while working closely with the Administrative Assistants for Pastors and Worship
3. Serve as financial back-up in absence of Financial Administrator
4. Maintain church database in ACS, including membership changes, visitor records, as well as run related reports for staff, ELPC membership, PC(USA), etc.
5. Obtain clearances for new employees and update employee clearances every 5 years
6. Coordinate church administrative support with other administrative assistants and other duties as assigned.

QUALIFICATIONS: At least one year of experience or related employment. Proven administrative and desktop publishing skills. Experience in Microsoft Office Suite and database management is necessary. Must also submit and clear necessary clearances as required by Child Safety Policy. A strong faith and character, personal and professional integrity, and sincere commitment to building significant relationships with the church and community at large. Comfortable working within a progressive congregation of the Presbyterian Church (U.S.A.).

COMPENSATION: This full-time exempt position will be compensated based on experience with a range between the low \$30,000s and mid \$40,000s. The compensation package includes leave (vacation, personal and sick), healthcare, dental, vision, disability, and life insurance benefits for the employee.

ABOUT ELPC: East Liberty Presbyterian Church has more than 900 members and friends, who attend up to three worship services offered each week and who reflect the racial, economic, age, gender, and sexual orientation diversity of Greater Pittsburgh. The four pillars of our ministry consist of worship, education, spiritual growth, and mission, and our goal is to provide resources in all these areas for people of all ages and singles or families of all types. As it is difficult to summarize the breadth of our Christian ministry and outreach, you are encouraged to learn more about us at www.ELPC.church.

TO APPLY: Submit resume to Wil Forrest, Director of Church Operations, at wil@coh.net or 116 South Highland Avenue, Pittsburgh, PA 15206. Preferred application date is before February 1 and preferred start date is March 1.