

WAVERLY PRESBYTERIAN CHURCH

Position Description

Title: Administrative Assistant

Purpose: To provide administrative and support services to the pastor, other church staff and active session members.

Accountability: Accountable to pastor as head of staff in conjunction with the Personnel Committee chairperson.

Responsibilities:

1. Perform the function of administrative assistant to the pastor, other church staff and active members of session including: filing; typing and routine correspondence; maintenance of church calendar, church directory and mailing lists.
2. Open and sort mail, answer the phone, take and retrieve messages, delivering them to the appropriate person(s).
3. Maintain church records, input contributions into a database on a weekly basis and manage the congregation database.
4. Order office and building supplies.
5. Prepare notices and other documents such as bulletins, reminders for session meetings, welcome letters, thank you notes, envelope boxes, usher and communion instructions and newsletters for distribution.
6. Contact and meet with repair services as needed; arrange for piano and organ tuning.
7. Oversee church calendar. Work with regular leasees and outside users for building usage.
8. Regularly update Facebook page and website.

Relationships: The administrative assistant is accountable to the pastor as head of staff in conjunction with the Personnel Committee chairperson and through the pastor to other church staff and active session members in the performance of his/her responsibilities.

Evaluations: Performance reviews will be conducted annually by the pastor as head of staff and the Personnel Committee. The Personnel Committee will annually review the adequacy of compensation and will make recommendations to session for changes if needed.

Qualifications:

1. Administrative and clerical experience required. Church office experience preferred.
2. Familiar with Microsoft Office Suite, Google docs, Facebook and basic website updating.

Part time flexible hours between 8 - 10 hours per week.

Compensation: Starting at \$12.00.

Interested candidates please forward resume to Molly Denver, admin@waverlychurch.org.