



GRACE PRESBYTERIAN CHURCH POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT(S)

Effective Date: June 1, 2017

Title: Administrative Assistant

Classification: Part-Time or Full- Time, Hourly

Benefits: As indicated in the Staff Handbook

General Purpose: The Administrative Assistant is responsible for the administrative operations and support of the church staff to effectively and efficiently serve Church goals. This includes coordination of the volunteer office support team, document creation and distribution, handling of incoming and outgoing mail, etc.

Reports To: Office Manager

Works With: Pastor of Congregational Care, Pastor of Adult Education and Care, Director of Facilities, Women's Ministry Director, Director of Discipleship, Director of Hospitality and Assimilation, other staff and key volunteer ministry leaders

Key Job Responsibilities:

1. Create documents for church staff as needed, including letters, informational flyers, postcards and other documents as directed.
2. Lead the Office Support team in the creation, preparation and distribution of requested administrative tasks.
3. Create and distribute hardcopy and/or e-newsletters as directed.
4. Function as the central point of contact for all significant congregational life events (births, deaths, illnesses, etc.) and communicate such events to all church staff in a timely manner.
5. Purchase and send situation specific greeting cards as directed upon notification of significant congregational life events.
6. Function as "go to" person for all matters pertaining to the smooth operation of the church office (reordering of office supplies, copier machine use and repair, coordination of office resource scheduling, ensuring the office is clean and orderly, etc.).
7. Answer incoming calls on the office operator line and direct calls as necessary.
8. Manage and respond to operator voicemails as needed to ensure callers receive a timely response and/or issues are addressed in a timely manner.
9. Distribute regular mail daily.
10. Support the needs of ministries such as Watchman, GriefShare, women's studies, etc.
11. Greet and assist visitors in the office.
12. Filing, typing, copying, scanning as necessary.
13. Take messages for staff members and handle church member and visitor requests
14. Perform other duties as assigned.

Qualifications:

This position requires a minimum of 1 to 3 years experience as an administrative assistant in a church or business environment. Possession of an AA/BA Degree in Business or related field is a plus, but is not required. Skills required include excellent oral and written communication skills. Good spelling, punctuation and grammar are essential. Required computer skills include word processing, spreadsheet functions and database up-keep. Attention to detail and high level of accuracy. Must show good judgment, adaptability and discretion with staff, volunteers, and guests. Ability to work as part of a team and multi-task. Handle sensitive information in a confidential manner. Demonstrates a servant attitude. Ascribes to the Grace Presbyterian Church Statement of Faith and Core Values.

Review: Reviewed annually