

ADMINISTRATIVE ASSISTANT

The **Administrative Assistant** (32 hours/week) supports the vital ministries of hospitality, organization, and data management by coordinating and administering the work of the church office with enthusiasm and warmth and maintaining a welcoming environment. This position reports the Executive Administrator and will supervise volunteer office workers. The Administrative Assistant works closely with pastoral staff, church staff, church committees, individual members, volunteers, community members, vendors and contractors. S/he is the primary point-of-contact with the public during church office hours.

ESSENTIAL FUNCTIONS:

Office Administration & Reception

- Serves as primary staff and receptionist for church office during normal operating hours, and warmly welcomes visitors to the office.
- Trains, supervises, and schedules volunteer receptionists including "Sunday Secretaries."
- Composes and prints bulletins for weekly worship, special worship services, funerals, weddings, and other special occasions.
- Maintains, orders, and organizes church files, office supplies and welcome-center materials.
- Manages mail: US Mail, paper mailings, and the WPC general e-mail inbox.
- Works with Communications Coordinator to keep posters and signs current; and may update basic content for website as needed.
- Maintains in-house print and website calendars including distribution.
- Manages online sign-up software and processes.

Calendar

- Maintains and distributes official church calendar and coordinates scheduling of all church events and use of church facilities.
- Coordinates room use with Facilities Manager and/or other pertinent committees.

Session Support (The Session is the governing board of elders for the congregation):

- Prepares monthly and annual Presbyterian Church (USA) denominational statistical reports.
- Tracks approval and other details for baptisms and weddings.
- Maintains digital archive of Session committee minutes
- Assists Clerk of Session in compiling documents for annual records review.
- Supports Columbarium activity.

Member Records

- Maintains accurate and current member records in church database (all information except financial) including updating addresses, photos etc.
- Enters weekly worship attendance for members and visitors in database and provides report to pastors each week prior to worship meeting.
- Maintains participation records such as worship, education, youth, choir and other activities.
- Prepares membership-related reports for staff and/or committees as requested (i.e., attendance, members per zip code, etc.).
- Assists Session members and pastors in preparing administrative materials for meetings.

CORE COMPETENCIES:

- Presents a warm, welcoming attitude and enjoys working in a collaborative environment.
- Demonstrates effective written and oral communication skills.
- Proficient with office technology including Microsoft suite of applications, databases, e-mail, and other forms of electronic communication.
- Ability to multi-task and cope effectively with change.
- Provides close attention to detail.
- Willingness to enthusiastically support the Core Values of the Church.

WORTHINGTON PRESBYTERIAN CHURCH CORE VALUES:

- Radical Hospitality
- Passionate Worship
- Intentional Faith Development
- Risk-Taking Mission and Service
- Extravagant Generosity

QUALIFICATIONS:

- Associate degree or equivalent experience.
- 2-5 years' experience in office management, preferably for a large church or non-profit organization.
- Proficiency in current digital communications (computer software, internet, etc.), office equipment and office procedures.

Note: All staff must adhere to the *Standards of Ethical Conduct for Employees of the PC(USA)*.

Job Type: Part-time (32 hours/week)

Pay: Commensurate with experience.

To Apply: Send resume, cover letter, and contact information for 3 professional references to:

Eric McLaughlin

Executive Administrator

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