

Ramah Presbyterian Church (USA)
14401 Ramah Church Rd, Huntessville, NC 28078
Administrative Assistant Position Description

This position is a non-exempt, part-time position averaging 20 hours per week, 8:30 AM - 1:30 PM Monday thru Thursday, September through May (Preschool year). The church office is closed on Friday. Summer hours may vary.

Purpose:

- Provides administrative support and secretarial services to the church, pastor, staff, session and committee chairs in coordinating the work of the church office.
- Provides help and support to church members and other persons contacting or visiting the church office.
- Provides support to the church treasurer.

Qualifications:

- Minimum of 3 years of experience in a similar role (church setting or office environment) providing support to multiple individuals/committees.
- Excellent interpersonal skills.
- Familiar with Mac, Pages, Numbers (Excel), email, computerized bookkeeping skills including accounts payable and maintaining financial statements, Church Data Masters (or QuickBooks).
- Associate Degree is preferred.

Accountability:

- Accountable to the session through the personnel committee and receives daily oversight, guidance and supervision from the Pastor (head of staff).
- Ensures the pastor is aware of planned time off and unexpected absences.

Relationships:

- Maintains working relationships with the pastor, staff, church treasurer, session, committee chairs, preschool, contractors, congregation members, visitors, and other groups using the church facilities (for example, Scouts).

Expectations:

- Possesses strong administrative skills and the ability to work independently without supervision.
- Exhibits professionalism (including appearance), conscientious work ethic and accountability.
- Conscious of the need for and maintains confidentiality.
- Exercises discernment and wise judgment.

Responsibilities:

- Performs routine administrative and financial duties including but not limited to typing, filing, photocopying, answering phones, retrieving messages, directing

inquires to the proper person, routine correspondence, updating the church calendar and maintenance of mailing lists and other church records.

- Responsible for production of material through the use of routine office equipment, including office computer, printer and copy machine. Oversees usage of office equipment by others.
- Updates and maintains physical and electronic accounts and records, and prepares monthly financial statements.
- Coordinates with Building & Grounds regarding facilities and equipment operations and maintenance in and around the church office and property.
- Orders necessary office and kitchen supplies.
- Sets deadlines for and prepares various forms of communication including Sunday bulletins, Weekly Happenings (email), the Arbor's Brush, announcements and letters. Distributes communications (includes electronically, via U.S. Mail).
- Provides oversight and guidance to volunteers assisting with church office activities (example offering counters) during church office hours.
- Makes weekly bank deposit.
- Notifies the Pastor regarding any questions, issues or concerns.
- Greets and assists members and visitors to the church office and makes them feel welcome.

Evaluation:

- Performance reviews will be conducted annually by the Personnel Committee with input from the pastor, staff, session, committee chairs and others as identified.

Visit us at www.ramahpcusa.org. Please send your resume and cover letter to Rev. Brian Copeland at pastor@Ramahpcusa.org