

## ADMINISTRATIVE ASSISTANT AT MALLARD CREEK PRESBYTERIAN CHURCH

**Supervising Committee:** Administrative Committee  
**Full Time/Part Time:** Full Time (M to TH ~ 32 hours per week)  
**Reports to:** Staff Supervisor

### **MAJOR FUNCTION:**

Under the general direction of the Staff Supervisor in consultation with the Administrative Committee under the authority of the Session provides:

### **RESPONSIBILITIES:**

1. Administrative
  - a. Coordinate church and perpetual calendar
    - i. Enters church events and related functions on calendar
    - ii. Keeps staff informed of calendar events through staff meetings and memos
  - b. Receives reservations and prepares reservations lists for monthly church functions
  - c. Maintains and organizes office, office supplies to supply and ensure that office equipment is in working order and works with the Administrative Committee to insure repairs and upgrades
  - d. Assist Session, Board of Deacons and Committee with meeting minutes and communications
  - e. Maintains official church record of all Session and Board of Deacons minutes (Update permanent Sessional record book next day following Session meeting)
  - f. Provide clerical support for the church staff (i.e. copies, mailings)
  - g. Produce weekly Worship Bulletin; gathers information, sets the type, proofs, and presents to the Music Director for editing. He/she prints, copies and folds bulletins
  - h. Produce monthly Church Newsletter; gathers information, sets the type, proofs, and presents to the Associate Pastor/Staff Supervisor for editing. He/she prints, copies and folds Newsletter
  - i. Helps maintain the church website, keeping the information up to date and manages the congregation's online image
  - j. Assist the church staff with technology related matters
  - k. Creates worship screens for the Sunday morning services, including announcements and liturgical information
  - l. Produce and sends weekly email with information for Sunday and coming week.
  - m. Sends out special emails, ex. Special meetings, special events, etc.
  - n. Works with Pledge Committee, to produce and send out annual pledge card and letter
  - o. Gathers information and sends annual statistics report to Presbytery.
  - p. Gather information for people asking for financial assistance and give to Financial Secretary
2. Receptionist
  - a. Answers telephones, direct phone mail and records all messages when no office volunteer is available
  - b. Greets all who come to the church for whatever reason or need
  - c. Recruit, coordinate, and organize volunteers to perform various office duties
  - d. Distributes incoming mail
  - e. Performs mailing duties
    - i. Meters and record first class mail
    - ii. Label, sort and prepares bulk mailings
  - f. Keeps current hospital and prayer lists
  - g. Notifies officers and staff of deaths and related arrangements and send out a mass email notice of death.

3. Manage Church Roster and Rolls
  - a. Utilize ACS modules to manage church roster and rolls
  - b. Track attendance and visitors

**DIRECTION/RESPONSIBILITY:**

Works under the general supervision of the Staff Supervisor, responsible to the Administrative Committee.

**DESIRED QUALIFICATIONS:**

A commitment to the church and its unique mission; typing and word-processing skills; basic computer skills; proficient in Microsoft programs; ability to write clearly and concisely; excellent grammar, spelling and punctuation skills; good organization skills; flexibility; attention to details; ability to work well with all people; and an ability to function in a busy environment with interruptions and maintain confidentiality.

Creating and executing power point presentations for large audiences.

- Software operation
- Understanding of information technology (I.T.)
- Working with a team
- Creativity
- Problem solving