

Administrative Assistant

Grove Presbyterian Church

The Administrative Assistant for Grove Presbyterian Church administers the activities of the church office as assigned by the pastor and officers of the church. This position requires excellent clerical, communication, and technology skills. The successful Administrative Assistant will be self-directed, self-motivated, dependable, warm and friendly, professional and will maintain appropriate confidentiality. The Administrative Assistant will be committed to facilitating church business in a team atmosphere working with both church staff and member volunteers. This is a part time position, working 25 hours weekly at the church office, Monday through Friday 9AM-2:30PM with a half hour unpaid lunch break.

Minimum qualifications: Not a member of Grove Presbyterian Church. High School graduate with at least two years office/clerical experience. Operational knowledge of Microsoft Office, Excel required. Experience with Publisher and basic graphic arts will be beneficial.

Responsibilities include:

Receptionist/Office duties

1. Field calls, emails and visitors in a welcoming and attentive manner
2. Receive mail and route to appropriate Grove officers and members
3. Acknowledge memorial gifts and send list of contributions to family
4. Create and maintain worship volunteer charts
5. Unlock and lock facilities for programs and deliveries during office hours
6. Maintain all church files
7. Purchase necessary supplies and equipment
8. Provide support for church boards and committees (mailings, agendas, minutes, copies, etc). as necessary.
9. Maintain records of planned facility usage and aid in scheduling events

Ministry Support duties

1. Maintain event attendance records
2. Prepare and produce worship bulletins weekly, and wedding and funeral bulletins as needed.
3. Prepare certificates and official documentation for weddings, funerals, baptisms, ordinations, installations, and other special events
4. Maintain calendars including Church activities and Opportunities to Minister calendar
5. Collect committee reports and produce Annual Report
6. Maintain Church School roll
7. Maintain Clearance records for church volunteers and staff members
8. Assist pastor with office and administrative duties as needed

Communication duties

1. Prepare and coordinate distribution for both online and print newsletters and coordinate stuffing and mailing for newsletters and other church mailings as needed
2. Maintain church member records and database, and distribute phone and address lists annually
3. Prepare and mail letters of transfer and dismissals
4. Communicate with local media to aid in publicizing church events
5. Complete email blasts and other forms of communication to members and groups regarding various church functions
6. Update church website, social media pages, and other online resources as necessary
7. Create signage and promotion materials for church events when requested by church boards, committees, groups, and staff
8. Coordinate events on church calendars with members, committees, boards and staff
9. Manage building usage by outside groups in coordination with Session

Technology duties

1. Maintain office computers and complete back-ups and updates as necessary
2. Work with members and officers to utilize current available technology and aid in members' use of same

Maintenance duties

1. Maintain and clean office and kitchen area
2. Maintain office equipment and track purchase and service records, and scheduling service as needed
3. Schedule and hire facility maintenance vendors

Office Team Member duties

1. Participate in training as necessary
2. Staff office hours as determined by Session and the pastor
3. Attend staff meetings
4. Work in conjunction with the Grove Financial Assistant
5. Other duties as assigned

Paid Time Off:

25 hours of paid time off is given at time of hire, as well as an additional 50 hours of paid time off given after six months of employment, totaling 75 hours of paid time off annually that is not cumulative and cannot be carried over into a new year. In addition the Administrative Assistant will be paid for the following holidays when the office is closed: New Year's Day, Monday after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. When these dates fall on weekends the office will be closed on the following Monday or a day as determined by Session. INAL