

Administrative Assistant
Faith United Presbyterian Church
1329 N Main St Ext
Butler, PA. 16001
faithupc@zoominternet.net
714-287-4326

PURPOSE: To perform general office work, under the supervision of the Pastor, in carrying out assigned and delegated tasks related to the life and ministry of Faith United Presbyterian Church.

STAFF STRUCTURE: The Pastor is the Administrative Assistant's immediate supervisor. The Session is the employer. Salary is determined annually by Session and reviewed each fall.

RESPONSIBILITIES: to include but are not limited to—

1. Working 8 hours per week, divided over two days during regular office hours between Monday and Friday, while present in the physical church office in order to receive visitors, deliveries, maintenance workers, etc.
2. Perform general office work and act as receptionist.
3. Receive all mail, postal & electronic, then handle and forward as appropriate.
4. Exercise tact, courtesy, diplomacy, and confidentiality in all in person, telephone, and electronic communications.
5. At the direction of the Pastor prepare, edit, and produce weekly bulletins and monthly newsletters, as well as other correspondence.
6. Assist in preparing and producing program and education materials.
7. Keep church participants' contact information and church directory up to date.
8. Track church participation.
9. Assist Clerk of Session in maintaining register changes (transfers, baptisms, weddings, and funerals), and session book.
10. Assist in compiling monthly session packets.
11. Compile annual congregational reports.
12. Maintain church calendar including all church activities and building use.
13. Process all church use and rental requests and forward paperwork to Session for its approval.
14. Perform bookkeeping tasks as assigned and supervised by Treasurer and Financial Secretary.
15. Perform other duties as assigned by Session and the Pastor.

QUALIFICATIONS:

1. Computer competence including working knowledge of and experience using Microsoft Office.
2. Good communication and people skills, and the ability to work as part of a team.
3. Good general office skills and the ability to be self-motivated and work independently.
4. Ability to successfully complete background check.

To apply, please contact Rev. Bonnie Taylor at bjctaylor@mac.com