



First Presbyterian Church of New Brighton

1199 Third Avenue

New Brighton, PA 15066

newbrightonfpc@verizon.net 724.846.6144

Secretary Job Description

The church secretary is an essential element in the smooth functioning of our church. She/He runs the church office, handles the administrative responsibilities, and provides a wide range of support to the pastor and other staff. She/He is often the first person visitors and newcomers come across, whether by phone or in person. Therefore, they are an important part of the church's public image and outreach. Discretion, a positive attitude, strong problem-solving abilities, and excellent interpersonal skills are critical qualifications for anyone occupying this position.

Responsibilities:

- **Office hours will be 9:00 AM – 2:00 PM, Tuesday and Thursday. Flexibility is given as needed.**
- **Acts as the primary receptionist – directing phone calls, appointments and guests throughout the church. Answering the doorbell and relocking the door.**
- **Sorts mail from the church mailbox, distributes it to those to whom it pertains.**
- **Keeps the church event and rental calendar for pastor, as well as all committee meetings.**
- **Reminds leaders of dates for special events (dinners, meetings, etc.)**
- **Keeps pastor and staff, elders, deacons and others, informed of ministry opportunities within the congregation and community as they become known (such as special events in the region).**
- **Maintains church files and weekly updates in cooperation with the pastor, staff, treasurer and chair of personnel**
- **Data entry in Quickbooks and check printing and reconciling the bank accounts.**
- **Prepares and edits all church publications (bulletins, session packet and minutes, newsletter, annual report). Emails final bulletin to all involved and email newsletter to all that receive it electronically.**
- **Maintains community news bulletin board.**
- **Maintains/updates church mailing list and membership directory.**

- **Works with other staff as needed (custodian, organist, etc.).**
- **Keeps work area clean and organized**
- **Coordinates with pastor regarding phone messages, requests and others.**

Qualifications:

- **Authentic relationship with Jesus Christ**
- **Ability to organize, coordinate and cooperate with various personalities**
- **Sense of humor and positive attitude**
- **Time management skills, accomplished things as needed without much prompting**
- **Strong team player with the rest of the staff and congregation**
- **Committed to the church's staff, leadership and people, refrains from gossip or speaking poorly of others**
- **Dependable, responsible, trustworthy and creative**
- **Website and Facebook management**
- **Word, Excel, Microsoft Office, Outlook and other computer skills**

Compensation:

Hourly position, 2 weeks paid vacation, 10 hours per week, Salary \$12.00 per hour. The first three months shall be considered a probationary period. At the end of the first three months there will be a review, with another at 6 months and 12 months; annually thereafter, conducted by the Pastor and the Elder/chair of the personnel committee.

To apply:

Please submit a resume to The First Presbyterian Church of New Brighton, 1199 Third Avenue, New Brighton, PA 15066, Attn: Chair of Personnel or email to newbrightonfpc@verizon.net.