

Ohio United Presbyterian Church

JOB DESCRIPTION

TITLE: Church Administrative Assistant

REPORTS TO: Session through the Pastor

JOB SUMMARY:

The Church Administrative Assistant is responsible for managing the Church Office and functions as the Pastor's Administrative Assistant.

SPECIFIC DUTIES:

1. Publish and duplicate bulletins for weekly services and special services.
2. Prepare weekly Proclaim slides for worship services.
3. Prepare weekly newsletter including publishing and mailing.
4. Maintain the church web site including updating the calendar, posting the bulletins, weekly newsletter and announcements.
5. Answer telephone and greet members and others who visit the church office.
6. Operate and maintain office equipment, including copier, computer and duplicator.
7. Keep church membership list up to date.
8. Publish and duplicate annual budget and annual reports.
9. Publish and duplicate printed material for Vacation Bible School, weddings and funerals (when requested) and other occasions.
10. Duplicate periodic treasurer's reports.
11. Prepare certificates of membership, baptism and marriage.
12. Sort mail.
13. Order office supplies
14. With the Pastor, approve and coordinate the use of the church property.
15. Work with the Clerk of Session in maintaining church records and preparing reports.
16. Update digital sign as needed.
17. Other administrative tasks as requested by the Pastor.

SALARY:

The salary shall be suggested by the Head of Staff in consultation with the Personnel Team and approved by the Board of Session.

VACATION:

At the completion of 1 year service, the Administrative Assistant shall be awarded 1 week paid vacation. At the completion of 2 years service and each year thereafter, the Administrative Assistant shall be awarded 2 weeks paid vacation.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is generally performed in an office environment with frequent interruptions. Individual must be able to effectively utilize various office equipment such as computers and related software, computer printers, photocopier, duplicator, telephone system (multiple line).

QUALIFICATION:

Knowledge, Skills and Abilities:

- Seeks to embody to mission, vision and values of Ohio UP Church.
- Basic knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures.
- Outstanding customer service skills with strong interpersonal skills.
- Excellent verbal and written communication skills (ability to effectively communicate well with staff, congregation and general public).
- Strong organizational skills and ability to multi-task.
- Sensitivity and ability to maintain confidential information.
- Ability to work independently, as well as function effectively in a team setting.
- Proficient in Windows environment, including the use of Microsoft Word, Excel, E-mail and Internet. Familiarity with Microsoft Publisher, Proclaim preferred.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent (GED) required.
- 6 months or more experience providing administrative and/or receptionist duties preferred.

GENERAL PHYSICAL REQUIREMENTS:

Manual/wrist/finger dexterity required for word processing, filing, etc.; ability to sit for long periods; ability to move about the office, kneel, stoop and bend to retrieve various files and records; near vision for reading various forms or records; ability to accurately hear and communicate in-person and over the telephone; ability to lift, push and maneuver up to 30 pounds (boxes with files, supplies, etc.).