

**Grace Presbyterian Church
Job Description**

Our Vision: We are a community called to share God's grace by loving our neighbor and caring for God's creation.

Job Title Administrative Assistant	Reports To Pastor
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Summary:

To provide administrative support to the Pastor and staff, committees, and various groups of the church.

Responsibilities:

- Responsible for the production of various materials needed by the church (bulletins, post cards, letters, etc.).
- Maintain the church records.
- Answer the phones in a professional manner.
- Warmly greet visitors to the church.
- Prepares projection slides for church services when needed.
- Produce the annual church directory.
- Work closely with the Pastor to coordinate priorities and projects.
- Share responsibility for ordering office supplies, postage, etc. with the Bookkeeper.
- Coordinate various mailings as needed.
- Accommodate requests as applicable from committees doing the work of the church.
- Maintain confidentiality with sensitive subjects within daily work.
- Other duties as assigned.

Qualifications:

Administrative Assistant degree or high school graduate (or equivalent) with commensurate work experience. Must have working knowledge of Word, Excel and Publisher, as well as excellent oral and written communication skills. Multitasking and prioritizing abilities are important.

Work Schedule:

20 hours per week with some flexibility in the schedule.

Compensation:

Hourly, paid bi-weekly.

Vacation time is according to the table in the employee handbook.

ADA:

Must be able to spend extended time sitting at a computer; visual and physical dexterity for computer work; occasional lifting of up to 25# as needed; must be able to read and write in English for communicating with church members.