

## **THOMAS PRESBYTERIAN CHURCH**

*"Glorifying God by Serving Others"*

### **POSITION DESCRIPTIONS**

#### **ADMINISTRATIVE ASSISTANT**

**Church Mission:** *Clearly demonstrate Jesus Christ to our church and community through connecting, inspiring and serving*

**Position Description:** Under the supervision of the Pastor and the oversight of the Personnel Committee, this position reports directly to the Business Manager. The church Administrative Assistant connects and inspired people through quality communication and serves the church and community by responding to facility use requests, supporting members, and assisting the Pastor with administrative tasks.

#### **Qualities needed for this position**

- Maintain an attitude of friendship, inspiration, and service in all interactions
- Willingness to continue to expand technical skill level

#### **Qualifications:**

1. Oral and written communication skills
2. Working knowledge of Microsoft Office Suite and Google Drive
3. Ability to learn data management skills
4. Limited skills with graphics
5. Competent in email and basic internet navigation
6. Modern office procedures, methods, and computer equipment
7. Skilled in time management and organization of tasks.
8. Customer Service
9. Teamwork

#### **Experience, Education, Training:**

High school diploma or G.E.D required. One (1) year of experience as a receptionist/administrative assistant or equivalent experience desired

#### **Responsibilities:**

1. Prepare and copy weekly bulletin and Thomas Times for Sunday mornings (print and website)
2. Prepare and distribute monthly newsletter (Lamplighter) in print, email and on website
3. Organize responses to mail, email, phone and walk in requests.
4. Provide support to committees and teams including the Deacons and Session.
5. Maintain current information on electronic sign
6. Maintain current information on the website
7. Attend weekly Pastor meetings and complete follow up of pastoral assistance
8. Attend monthly Communications Team meetings and complete follow up
9. Attend monthly staff meetings and complete follow up
10. Send daily devotional via email

## **THOMAS PRESBYTERIAN CHURCH**

*"Glorifying God by Serving Others"*

### **POSITION DESCRIPTIONS**

#### **ADMINISTRATIVE ASSISTANT**

Page 2 of 2

11. Maintain staff calendar in google for all Thomas campus events and faithlife calendar for internal Thomas events
12. Schedule the CLC for single use events in coordination with the Business Manager. Maintain communication with Fellowship Team to anticipate and resolve schedule conflicts to include set up and clean up times.
13. Prepare Sunday script, print and communicate to service participants
14. Prepare Sunday service slides in Proclaim software and print for service participants.
15. Maintain Church member information.
16. Maintain a clean workspace
17. Assist Session with record keeping to include Sunday service attendance
18. Maintain weekly meeting contact with Business Manager to support church activities.
19. Maintain organized computer files and emails

#### **Employment Terms:**

- This is a part time standard position up to 25 hours per week
- Pay rate to be determined by Session
- Ten (10) Paid Time Off days per year after the completion of one (1) year of employment thereafter Paid Time Off days will be awarded per the terms outlined in the staff handbook
- All policies and procedures of Thomas Presbyterian Church apply to the Administrative Assistant including having an annual criminal clearance report on file
- The Administrative Assistant is expected to take part in an annual performance review to be conducted by the Business Manager