

Central Presbyterian Church, 331 Euclid Ave, Bristol, VA 24201
276-669-3157

POSITION: ADMINISTRATIVE ASSISTANT

PURPOSE: To provide secretarial and administrative services for the Pastor, Church staff, and Session committees.

ACCOUNTABILITY: To the Pastor, and works with the Session through the Administration Committee.

RELATIONSHIPS: Relates to the Church staff as colleague, works with the Administration Committee, and to related organizations and committees as consultant when requested.

RESPONSIBILITIES:

1. Answers telephone and handles keyless entry system;
2. Serves as church receptionist, projecting a positive and welcoming face;
3. Keeps files of church business, and assists the staff and Pastor in preparing correspondence and mailings;
4. Responsible for ordering and stocking office supplies;
5. Provides computer and support functions for staff, church committees, and organizations;
6. Updates and maintains church permanent records, session books, church rolls, computer records, schedules, and calendars;
7. Prepares and distributes the church bulletin, newsletter, and other communications, such as email reminders;
8. Serves as the ASystem Administrator@ for the church computers and software;
9. Helps with keeping the church website up-to-date through the online calendar and information updated directly to the website or sent to the webmaster;
10. Keeps up-to-date on what is available as to new computers, equipment, and office techniques to better serve the whole church;
11. Serves as liaison to those wishing to use the church building or borrow church property;
12. Maintains daily, and oversees the major maintenance and updates to phone system, computer systems, copier, etc.;
13. Attends monthly meetings of Administration and Staff Committee;
14. Attends staff meetings and works as a team member of the Central Presbyterian Church staff;
15. Participates in continuing education to maintain competence in his/her field;
16. Maintains current information on Central=s website in his/her assigned portion;
17. The Administrative Assistant typically works 25 hours a week. If the job duties change and are significantly different from 25 hours per week, the position will be reviewed by the Administration and Staff Committee.

EVALUATION: To be performed annually by the Pastor and the Administration and Staff Committee. The Administration and Staff Committee will annually review salary terms.

Send resume with references to ann.cpc@bvu.net or you can fax it to 276-821-0050.