|  |  |  |
| --- | --- | --- |
|   |   |   |
|  **WESTMINSTER PRESBYTERIAN CHURCH OF JOHNSON CITY****Position Job Description** |
|   |  |  |
| **Position Title:** | **Administrative Assistant** |
| **Reports To:** | Assistant Pastor | **Status** |
| **Ministry Team:** | Personnel and Administration | **Full Time** |
| **Primary Purpose:** | Provide administrative support to Pastoral Staff, the Westminster Presbyterian Church of Johnson City Staff, and the Personnel and Administration Ministry Team. | **FSLA Coverage** |
| **Non-exempt** |

|  |  |
| --- | --- |
| **Education:** | High School Diploma, MS Window training preferred |
| **Work Days (Hours):** | Monday thru Friday (8:30-4:30 PM)  |

|  |  |
| --- | --- |
| **Ministry Team Approval:** | Personnel and Administration Ministry Team |
| **P & A Team Approval:** |  |
| **Revision Date:** | April 6, 2023 |

**QUALIFICATIONS:**

1. Must evidence a godly and exemplary life.
2. Minimum of five years experience as an Administrative Assistant preferred.
3. Strong computer skills are imperative (MS Windows, Word, Excel, Access, PowerPoint, Outlook, MacBook, and ACS financial database).
4. Proficiency in the use of standard office tools (computer, copy machine, etc.).
5. Strong organizational skills.
6. Excellent command of English composition and punctuation.
7. Successfully pass background checks

**General Expectations Include:**

1. Works under the direction of designated Assistant Pastor.
2. Available to be physically present in the church office Monday-Friday during assigned hours
3. Exhibits professionalism, conscientious work ethic and accountability.
4. Exercises discernment and confidentiality.
5. Creates a Christian atmosphere among the congregation and community by being courteous and always maintaining a positive attitude.
6. Willing and able to work at a fast pace within a variety of settings and circumstances.
7. Demonstrates initiative - self-starter, good at multi-tasking and prioritizing projects.
8. Possesses strong administrative skills and the ability to work independently without supervision.

**Specific Job Duties Include, but are not limited to:**

1. **SENIOR PASTOR AND ASSISTANT PASTORS**
2. Schedule appointments for pastors.
3. Type all Church correspondence necessary of the pastors including but not limited to acknowledgements of Memorial Gift to both the donor and the family of the deceased, visitor letters, reports from committee members, etc.
4. Receive and screen all telephone calls for Pastors noting names, return phone numbers, and calling information.
5. Handle routine informational and procedural calls and take messages as needed.
6. Prepare outgoing mail and packages for pastors.
7. Notify pastors and keep an updated list of people in hospital, deaths in families, and communicate this information to pastors and officers.
8. **WORSHIP**
9. Prepare, proof, print and collate weekly bulletins.
10. Upload and edit sheet music used in worship services.
11. Prepare, proof and collate weekly PowerPoint slides.
12. Upload Weekly Sermon for editing and posting on website and prepare Sermon for weekly radio presentation.
13. **ATTENDANCE/MEMBERSHIP**
14. Input data from pew register sheets and distribute to Elders weekly attendance file.
15. Identify first time visitors and prepare letter for Pastor to send out.
16. Maintain membership list in ACS database – Realm.
17. Format and control the church mailing list, membership list and visitor/friends list and make necessary revisions daily to maintain a current up to date lists.
18. Keep records current such as address changes (email and mailing addresses), phone numbers, etc.
19. **INQUIRERS CLASS**

A. Create list of regular visitors and mail announcement letter to invite them to attend the class. Review this list with the Senior Pastor.

B. Put announcements for upcoming class in the Weekly Bulletin for at least one month prior to the class beginning.

C. Prepare, copy and assemble manuals for new members classes.

D. Compile membership profiles from candidates desiring to meet with the Session to join the church. Include copy for elders to have during each interview.

E. Schedule a date/time for new members to be introduced to the congregation and new

 members lunch.

1. **OFF1CE OPERATION**
2. Participate in WPC Security Protocol, activate security doors and monitor visitors as necessary.
3. Greet visitors, church members and businesspeople who come to the Church office.
4. Make every effort to assist everyone who comes to the church.
5. Organize and maintain the reception area, copy room, storage areas and equipment.
6. Order and maintain office supplies and equipment.
7. Maintain the Church calendar.
8. Pickup, distribute and disseminate mail and correspondence.
9. Routinely file paperwork.
10. Route incoming messages to appropriate staff.
11. **MISCELLANEOUS**
12. Participate in administrative staff meetings.
13. Update church Pictorial Directory.
14. Create online registrations, physical hard-copy registrations and announcements for Church events.
15. Send out weekly reminders for the upcoming Sunday for Deacon and Assistant on duty, Audio/Visual Team, First Touch Greeters and Wednesday night Safety Monitors.
16. Prepare Wednesday night fellowship dinner reservation list.
17. Prepare and send out church wide mailings as necessary.
18. Assemble devotional materials for Melting Pot.
19. Make and maintain birthday list.
20. Assist fellow staff with computer issues.
21. Conduct Realm training for WPC members.
22. Develop and maintain “Administrative Assistant Guide”.
23. Make coffee.