

The Presbyterian Church of Danville, KY

Job Description

Administrative Assistant

Approved by Session 10-18-22

Reports to: Pastor

Hours/week: 25

Scope and Purpose:

The Administrative Assistant performs administrative, clerical, communications, and general office management duties to support the pastor and church staff in carrying out their ministries, consistent with the Session's General Expectations as described on pages 3 thru 4 of the Personnel Committee Manual.

Areas of Accountability/Responsibility:

RECEPTION

- Greet and act as initial source of information for visitors, staff and members, doing so in a friendly and helpful manner
- Answer the phone and relay messages to the appropriate staff members, as needed
- Monitor and open the door for visitors to the church
- Maintain phone system message

CLERICAL

- Provide clerical support for the pastor and church staff
- Sorts and distributes the daily mail
- Serve as ACS/Realm Administrator, maintain church membership database, and assist members in accessing their accounts online and through phone apps
- Update and produce annual membership pictorial directory using Realm
- Produce the annual congregational report
- Maintain church calendar and coordinate scheduling of church events and activities
- Create name tags for members
- Create certificates for new members, baptisms, etc.
- Maintain flower calendar and contact parties when needed
- Serve as backup to pastor for Local Assistance requests through Boyle County Family Services and maintain Local Assistance records
- Oversee the recording of attendance in Realm
- Assist volunteers, committee members and chairs and members of the congregation, as appropriate

COMMUNICATIONS

- Produce the worship bulletins for Sunday services and other special services, weekly e-newsletters, and occasional special emails
- Oversee the weekly production and mailing of sermons, newsletters, and other materials to at-home members.
- Manage the church website
- Manage social media posts on the church's Facebook page and Instagram account

OFFICE MANAGEMENT

- Manage the day-to-day operations of the church office
- Manage office budget
- Oversee church office volunteers
- Operate, maintain, and manage contracts for the office equipment
- Order office supplies

ADDITIONAL DUTIES

- As assigned

Qualifications

- 3-5 years' experience in a receptionist/clerical/administrative job in a church or business environment
- High School degree or higher
- Working knowledge of church management software and Microsoft Office, and/or other related applications
- Ability to meet deadlines under pressure
- History of working with confidential information

Skills

- Discretion, a positive attitude, strong problem-solving abilities
- strong verbal and written communication skills
- excellent organizational skills
- good interpersonal skills
- knowledge of church culture and operations preferred
- ability to work well independently but also function as an integral part of the staff team
- a self-starter who is proactive in carrying out job responsibilities.