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Administrative Assistant

The Presbyterian Church of Morris Plains (PCMP) seeks a part-time Administrative Assistant to work 15-20 hours/week, between the hours of 9am-1pm, Monday through Friday.

Responsibilities include:

- Central reception: provide a friendly greeting to visitors, answering the phone, and taking messages.
- Prepare and copy Sunday bulletin, monthly newsletter, and other materials and mailings.
- Handle incoming and outgoing mail and email.
- Update the church calendar and website.
- Update member information in our church data management system (Breeze).
- Record and track staff hours and PTO.
- Schedule meeting rooms and use of church facilities.
- Order and maintain inventory of church supplies.
- Maintain confidentiality in handling of paperwork and interaction with members, staff and visitors.
- Support the Pastor in creating a culture of connectedness between the staff.

Job Qualifications:

- Proficient with Microsoft Office and Google Suite office software for bulletin and publications creation.
- Excellent people skills as 'first contact' to visitors.
- Experience with church data management systems for maintaining church membership data.
- Self-starter with a drive to solve issues as they arise and ability to meet goals.
- Reasonable troubleshooting skills in the daily operation of computers, copiers, printers and network.
- Highly organized personal time management.
- Commitment to learn new tasks and adapt; to look for additional tasks other than assigned.
- Must be able to pass a criminal background check.
- The administrative assistant works with the pastor and the ministry teams to support the mission and ministry of the congregation to be a visible presence of God's love in the world.

If you are interested in this position and are comfortable dealing with people, dependable, organized, and not a member of PCMP, please email a cover letter, resume and names of three references (two must be work or skill related) to Pastor Don Brown, 973-539-3481 or don@mppresby.org