

Pluckemin Presbyterian Church

Administrative Assistant

Position: Administrative Assistant

Status: Nonexempt, Part-time, averaging 20-25 hours per week

Immediate Staff Supervisor: Senior Pastor, Head of Staff

Primary Session Committee: Administration

General Position Description: To provide administrative and secretarial services for the pastors, session, other church staff, and the congregation

Minimum Qualifications:

- Ability to work well with many different people
- Ability to keep organized records and manage deadlines
- Proficiency in use of *Microsoft Office (Word, Excel, PowerPoint, Publishing)*, Google docs, Gmail, Outlook, and social media
- Ability and willingness to learn church management software and other software systems
- Ability to coordinate and support volunteers
- Ability to work independently using sound judgment
- Willingness to work with pastor and other ministry staff to achieve the larger vision and goals of the church through faith in Jesus Christ.

Conditions of Employment:

- Maintain confidentiality in sensitive matters.
- Comply with child protection policy.
- Work within the bounds of the *Presbyterian Book of Order and Confessions*.
- Maintain neat and clean personal appearance and work area.

Primary Working Relationships:

- Pastor(s)
- Other church staff
- Human Resources Committee
- Administration Committee Chair
- Clerk and members on Session
- Deacons

Responsibilities:

- Provide administrative support to church staff (including telephone answering and messaging, bulk photocopying, preparation of large mailings, printing of mailing labels, database management, etc.).
- Receive and direct visitors.
- Update and distribute prayer list and information about members needing congregational care to staff, Elders, Deacons, etc.
- Prepare, copy, collate, and distribute worship bulletins (Sunday and others), announcements including e-blasts, annual report, and church-wide mailings.
- Manage church database and print church directories as needed.
- Drop off, pick up mail at the post office, and sort mail daily; accept deliveries.
- Work with Clerk of Session to ensure that membership records (baptism, death, marriage, etc.) are properly kept. (Including the church register).
- Process background checks on employees and volunteers.
- Update church app as needed.
- Maintain master church activity calendar and provide central coordination of church-wide events and building use for outside groups.
- Coordinate room setup for group meetings with Prop. Management.
- Manage key card access to the building and ensure all group leaders have appropriate level of entry.
- Using various graphic programs, create images for signage, eblasts, etc.
- Maintain records and copies of past correspondence and documents generated or modified by employee.
- Maintain records of official church correspondence, insurance records, etc.
- Ensure that all church owned administration equipment (e.g. copier, key card reader, etc.) is working properly. Contact vendors or repair persons as required and notify chair of Administration Committee about any situation requiring their attention.
- Keep within Session approved budget limits. Arrange for payment of bills for Administrative, and Buildings and Grounds.
- Monitor petty cash.
- Purchase and stock office supplies (including letterhead, postage, etc.) and equipment.
- Arrange for volunteers in Employee's absence, and provide record of essential procedures to be accomplished and resource contacts for use by volunteers.
- Notify appropriate parties in event of an emergency.

Location: Pluckemin Presbyterian Church 279 US 202 Pluckemin, NJ 07978

Benefits:

- 48 hours PTO (in the past this has been for holiday pay but is not restricted to that)
- Retirement 403(b) plan with match
- Opportunities for spiritual and professional development

The email ID for receiving resumes is ppch.jobs@gmail.com.