

ADMINISTRATIVE ASSISTANT

The Presbyterian Church in Morristown
65 South Street
Morristown, NJ

The Presbyterian Church in Morristown "PCM" is a vibrant and growing church at the center of historic Morristown. The administrative offices of the Church house the staff and program personnel. There is a dedicated staff and many volunteers administering the programs and life of the Church. We are seeking a qualified individual who has the required skills and experience to fill the role of Administrative Assistant.

POSITION DESCRIPTION: The Administrative Assistant ("AA") is a key staff member responsible for facilitating the smooth and consistent interactions across the operations of the office, and administering the effective communications of the church. The AA reports to the Church Director of Administration.

In this position you will prepare, edit and publish weekly bulletins and monthly newsletters, type copy for livestream services, provide clerical and administrative support to the senior staff, maintain the master church calendar, support committees with report preparation and distribution, manage church office email, assist with member records and related tasks, receive people at the church offices and nursery school, respond to callers, route calls and manage inventory of supplies.

MINIMUM JOB REQUIREMENTS:

- Personable and upbeat demeanor
- Strong word processing skills
- Proficiency in Microsoft Office suite
- Capabilities in Publisher or Adobe InDesign
- Understanding the use data management programs

HOURS: Full time

LOCATION: This is an on site position in the church offices located at 65 South Street, Morristown

WE OFFER:

- Competitive compensation
- A vibrant member community
- Able and experienced staff
- Health benefits
- Pension contributions

PC Morristown is an equal opportunity employer.