

## Position Description

**TITLE:** Administrative Assistant

**PURPOSE:** Provide administrative support to church ministries; assist in the preparation and dissemination of church information and publications.

**ACCOUNTABILITY:** Reports to the Church Administrator

### RESPONSIBILITIES:

#### *Welcoming Visitors and Members*

- Welcome and serve members, preschool parents, child care specialists, vendors and the general public by answering telephones, greeting people, fielding questions, offering assistance and delivering packages.
- Provide a gracious and compassionate ministry as one who first encounters visitors to the church.
- Exhibit and foster Christian hospitality in the church office.

#### *Administrative Support*

- Provide administrative and secretarial support to the pastoral & ministry staff, as directed by the Church Administrator.
- Provide administrative and secretarial support for the Session, Deacons, Trustees, & Ministry Teams, as directed by the church administrator.
- Manage and distribute information, office emails and mail.
- Assist with print production and distribution of materials for Sunday.
- Maintain Session minutes archive book and ministry lists.
- Type minutes for boards and committees as needed.
- Prepare correspondence, servant schedules and weekly mailings to shut-ins.
- Update literature racks throughout the building.

#### *Membership Records*

- Enter weekly attendance into Church Windows.
- Compile weekly list of visitors and prepare letters to visitors from Pastor.
- Update church membership database and generate reports.
- Produce membership & baptism certificates and packets.
- Update and publish Church directory throughout the year.

#### *General*

- Responsible for office organization and ordering office supplies.
- Coordinate and supervise office and sanctuary care volunteers.
- Attend staff meetings.
- Demonstrated commitment to the Christian Faith.
- Able to affirm and support Oreland Evangelical Presbyterian Church's "Statement of Faith and Statement of Mission."
- Perform other duties as assigned.

**RELATIONSHIPS:** Work closely with the Church Administrator, Communications Specialist, church staff, church officers and church members.

**EVALUATION:** Performance reviews will be conducted annually by the Pastor and Church Administrator. Compensation will be determined in accordance with current compensation guidelines.

**SPECIFICATIONS:** Non-exempt position. 15 – 20 hour work week. Monday – Friday.  
Strong Microsoft Office Skills: Word, Excel, PowerPoint and Publisher. Church Windows database experience a plus.

**Applicants please submit your resume to [personnel@orelandpres.org](mailto:personnel@orelandpres.org) for consideration.**