

New Life Presbyterian Church in Dresher

Vision: To Know Jesus and Make Him Known

We are looking for a

Part-time Administrative Assistant

We are looking for an excellent administrative assistant for 20 hours per week to facilitate a variety of tasks for our ministry staff members and to fulfill a number of general administrative tasks described below. Two full days would be spent in the office, and a few hours could be accomplished from home. The person would be under the general supervision of the Church Administrator and be assigned to specific staff members to assist them. General administrative tasks would be shared with another administrative staff member.

DUTIES AND RESPONSIBILITIES

- **Meeting management** including preparing agendas, financial reports, taking notes, distributing action items, and arranging catering
- **Communicating** on the Ministry Staff's behalf both internally and externally
- **Email management** on behalf of the Ministry Staff
- **Calendar management** and scheduling on behalf of the ministry Staff
- **Database Management (Church Community Builder)** – maintaining integrity of data, running searches and reports, church calendar management, group management, individual profiles, financial cross checking and responding to needs of the staff related to the database. You will be a master of data.
- **Membership Tracking** in every phase of life (birth to death) or connection to the church (from visitor toward membership) and updating records and lists.
- **Running errands** and attending in-person meetings multiple times per week
- **Varying professional administrative tasks** including, but not limited to, booking appointments, research projects, coordinating travel, tracking child protective clearances, and ordering gifts, books, materials, etc.
- **Light project management duties** - Including, but not limited to, planning retreats
- **Weekly expense reporting** on behalf of the Ministry Staff Member
- **Weekly tasks** that occur in a church on a 7-day schedule as we prepare for worship each week.
- **Receptionist Duties** such as answering the phone and greeting people. This is not a high volume office but we want to greet and service people well.

QUALIFICATIONS

- **Believer in Jesus Christ as Savior and Lord and desire to serve Jesus' church as it seeks to see God's Kingdom grow locally and globally.** Must see our emphases in theology, culture and practice as a fit with their personal convictions. Must be others focused, quick to repent, quick to forgive, and manage relationships well and always aware of God's grace.
- **Affinity for Technology:** Our Administrative Assistant will be technologically savvy and will not be intimidated by learning new technology. Proficiency in the following tech platforms is ideal: Community Church Builder, Slack, Zoom, G-Suite, Dropbox, Microsoft Office Suite. Some general social media experience is a plus
- **Quality Communication:** The Administrative Assistant must be an excellent communicator, in both written and oral form. This includes proficiency in spelling, grammar, and punctuation. This also includes being able to take a large amount of information and summarize it quickly both in writing and orally on a regular basis. You must also be able to track communication (and be very responsive) across multiple channels without losing details. Those channels could include in-person meetings, virtual video calls, social media, Slack messages, text messages and/or emails
- **High Level of Discretion:** Since our Administrative Assistant will regularly work with confidential information, discretion and sensitivity regarding personal information is a must.
- **Team Player:** In addition to working directly with the assigned Ministry Staff, the Administrative Assistant will also work with other volunteers of the church. They'll need to be able to collaborate and communicate well with these team members, maintaining a can-do spirit and not complaining, making excuses, or gossiping.
- **Anticipating Needs:** As a part of our commitment to enabling our Ministry Staff to serve our church to the best of their ability, our Administrative Assistant will strive to anticipate needs and eliminate friction at work whenever possible. This means you know how to stay five steps ahead of your leader, clearing the path for them to make their greatest contribution.
- **Eye for Design:** Our Administrative Assistant will be able to make attractive handouts and presentations using programs such as Canva, Prezi, PowerPoint or Google Slides.

If you are interested in pursuing this position, please email Ward Shope (ward.shope@newlifedresher.org) or talk with Ward by calling the church number: 215-641-1100, ext 101.