

OEPC 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 and ministry staff, as directed by the Church Administrator.
- Provide administrative and secretarial support for the Session, Deacons, Trustees, and 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 worship service.
- Oversee the process for Child Protection Background Clearances for Church Ministries.
- Responsible for maintaining current Certificates of Liability Insurance records for contractors.
- Maintain Session Minutes archive book and ministry lists.
- Responsible for implementation of OEPC Records Retention Policy.
- 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 the church membership database (Church Windows).
- Compile weekly list of visitors and prepare letters to visitors from Pastor.
- Update church membership database and generate reports.
- Produce membership and 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.
- Demonstrate commitment to the Christian Faith.
- Able to affirm and support Oreland Evangelical Presbyterian Church's "Statements of Faith, Mission and Vision."
- 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.

QUALIFICATIONS: Independent and detail-oriented worker with the following skills: multitasking, organization, time management, punctuality, writing and proofreading. Strong Microsoft Office Skills: Word, Excel, PowerPoint and Publisher. Church Windows database experience a plus.

SPECIFICATIONS: Non-exempt position., 20 hours a week, 8:30am – 12:30pm, Monday - Friday. Option to work 3 or 4 days with longer hours.

Applicants: please submit your resume to personnel@orelandpres.org for consideration.