

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

PURPOSE:

To provide secretarial and administrative support to the Pastor, church council, ministry teams and St. Paul's Church volunteers and congregation. This position will oversee the general functions of the church office ensuring accuracy and timely completion of tasks.

SKILLS AND ABILITIES:

- Excellent personal and communication (verbal and written) skills.
- Education and experience in general office procedure
- Strong organizational skills
- Computer skills
- Ability to collaborate with staff, volunteers, and congregation membership.
- Ability to recruit and support volunteers.
- Ability to practice confidentiality.
- Ability to network with community resources.
- Lives a life that reflects Christian faith.

RESPONSIBILITIES:

- Weekly worship bulletin
- Church Newsletter
- Telephone receptionist.
- Incoming and outgoing mail management
- Bulk mailing management and processing
- Creation and production of church documents (certificates, letters, etc.)
- Manage office supply inventories for cost and efficiency.
- Maintain office equipment.
- Management of church keys
- Maintain church records (pastoral acts, meeting minutes, reports, etc.)
- General office filings
- Coordinate annual report.
- Oversight and management of church bulletin board.
- Other clerical duties as assigned.

ACCOUNTABILITY: Position works under the direct supervision of the Pastor and will work cooperatively with the Church Council, committees, and the congregation.

COMPENSATION: Compensation will be negotiable depending on education and prior work experience. This position is based on a 32-hour work week, with PTO (Paid Time Off) to be accrued up to a maximum of 64 hours annually; also included are 8 paid holidays: New year's day, Easter, Memorial day, Independence day, Labor day, Thanksgiving day, Christmas day, one floating holiday (ex. Christmas eve, birthday, etc.). The Pastor will approve arrangement for PTO.

May 2024