

ADMINISTRATIVE ASSISTANT

St. Andrew's Presbyterian Church

1350 N 23rd Street Beaumont, TX 77706 * 409-892-8611 * church@saintandy.org

Basic Function: The main purpose of this position is to further Christ's Kingdom by providing administrative leadership to the church's operations. This person fills a vital and visible role in the life of the church and therefore must be dedicated to service in Christ's Church. A cooperative relationship with the Senior Pastor, church staff, and church members is essential. The extent to which the church operates smoothly is largely the result of the Administrative Assistant's diligence and commitment to accurately communicate information in a timely manner. ***This position is staffed by two part-time employees cross-trained for all office tasks outlined herein.***

Reports to: Senior Pastor

Essential Experience and Requirements

1. Superior organizational skills with demonstrated ability to plan, organize, and manage multiple projects
2. Flexibility, good judgment, the ability to set priorities, and take initiative to serve the larger mission and vision of the church and staff
3. Strong verbal and communication skills with a demonstrated capacity to listen and articulate essential information
4. Competency with basic office equipment (computer, copy machine, postage machine)
5. Proficiency at typing and proof-reading (for errors)
6. Competency in Mailchimp, Canva, and Microsoft Office Products (Word, PowerPoint, Publisher, and Excel) is required
7. Ability to maintain membership database (SAPC will provide training)
8. Creativity in communicating events and preparing special programs and bulletins
9. Ability to conduct oneself professionally and maintain discretion and confidentiality

Primary Objectives

1. Provide administrative support to staff members and other church leaders
2. Manage the communications of the church including bulletins, newsletter, website, Mailchimp campaigns, social media, outdoor sign, special mailings, PowerPoint slides, and phone calls
 - a. Communicate with various committees to coordinate and distribute information
3. Handle all church correspondence
4. Provide accurate and timely reporting of information to staff and ministry teams
5. Maintain church membership and attendance database
6. Make suggestions that will enable the church to be more effective in its administration and mission

Regular Functions and Responsibilities

1. Support Role

- a. Support Senior Pastor and other staff members (phone, bulletins, correspondence, and filing)
- b. Assist the Clerk of Session, committees, and other church groups with special projects

2. Communications

- a. Create and prepare for timely distribution of church newsletter
- b. Prepare bulletin for Sunday worship services and other special services
- c. Provide information pertaining to prospective members to the pastor, elder chair of mission & evangelism team, and other members and staff as appropriate to enable timely contact and visitation

- d. Ensure that staff and church membership are kept aware of church events and the health and welfare of members
- e. Maintain current database for membership, Session, Deacons, ministry teams, youth, and any other group, as needed
- f. Maintain the church website with accurate and pertinent information

3. Reports/Master Calendars

- a. Track total church membership; track Sunday Worship and Sunday School attendance (including names and information concerning visitors); prepare and distribute reports as appropriate
- b. Maintain all church calendars including all uses of the facility
- c. Maintain a record of incoming contributions, accounts receivables, and accounts payables
- d. Prepare the weekly packet for our accountants at Wathen, DeShong, and Juncker

4. Equipment and Supplies

- a. Order and maintain church supplies in consultation with the Senior Pastor
- b. Upkeep and maintenance of all church equipment
- c. Manage office technology operations and provide technology support in conjunction with IT contractor
- d. Maintain the workroom

5. General Church Duties

- a. Maintain and distribute Membership Directory
- b. Update and print the Community Services pamphlet
- c. Assist with administrative aspects of retreats, mission trips, and special projects
- d. Supervise church office volunteers in executing church office functions, such as phone, security, postage, and church mailings
- e. Oversee the Memorial Garden reservation process and maintain accurate records
- f. Other administrative duties as requested by the Senior Pastor, Staff, or Session

Hours: This position is 20 hours/week, Monday through Thursday, 11:30 am – 4:30 pm.

Compensation & Benefits: Starts at \$15/hour, but depends on experience and qualifications, and is paid monthly, less federal withholdings as required by law. Five paid holidays and four sick days per year as outlined in the personnel manual.

Evaluation

Performance reviews will be conducted annually by the Senior Pastor. The annual performance review by the Senior Pastor shall review the job description, job performance, expectations, and goals for the future.

Representative of Church

Date

Employee

Date