

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 manage multiple projects simultaneously
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 written skills
4. Competency with basic office equipment (computer, copier, postage machine)
5. Proficiency at typing and proof-reading
6. Proficiency in Microsoft Office Products (Word, PowerPoint, Publisher, and Excel) is required
7. Competency in Mailchimp and Canva preferred
8. 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 various correspondence and communications of the church including but not limited to: bulletins, newsletter, website, email, social media, calendars, and phone calls
3. Maintain church membership and attendance databases
4. Prepare and maintain various records for the church treasurer and accountants
5. Maintain inventory of office supplies and equipment
6. Supervise church office volunteers
7. Make suggestions that will enable the church to be more effective in its administration and mission
8. Other administrative duties as required by the Senior Pastor 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. Seven paid holidays and four sick days per year as outlined in the personnel manual.

Representative of Church

Date

Employee

Date