

ADMINISTRATIVE ASSISTANT

St. Andrew's Presbyterian Church

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

Basic Function: The primary purpose of this position is to further Christ's Kingdom by providing administrative and secretarial leadership for the church's operations. This person plays a vital, visible role in the life of the church and 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 largely depends on the Administrative Assistant's diligence and commitment to communicating information accurately and in a timely manner.

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 in typing (60 wpm) and proof-reading
6. Proficiency in Microsoft Office Products (Word, PowerPoint, Publisher, and Excel) is required
7. Competency in Canva required
8. Competency in Mailchimp preferred
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 various correspondence and communications of the church including but not limited to: bulletins, newsletter, website, email, social media, calendars, meeting minutes, 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 32 hours/week, Monday through Thursday, 8:30 am – 4:30 pm.

Compensation & Benefits: Hourly rate commensurate with experience, paid monthly, less federal withholding as required by law. Paid time off (vacation, sick leave, and holidays) as outlined in the personnel manual, health insurance, and a flexible spending account option.