

ADMINISTRATIVE ASSISTANT

St. Andrew's Presbyterian Church

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

Hours: 16 hours/week 9:30am – 1:30pm, Monday, Tuesday, Thursday
12noon – 4:00pm, Wednesday

General Description

The Administrative Assistant must be committed to Jesus Christ as Savior and Lord and be dedicated to service in Christ's Church.

The Administrative Assistant fills a vital and visible role in the life of the church. A cooperative relationship with the Senior Pastor and Office Administrator is essential. The Church's staff and the entire membership of the church depend on this person to accurately communicate information in a timely manner. Through working with the Pastor, other staff, Ministry Groups, Care Groups, and the general church membership, the Administrative Assistant will be the primary link between these individuals and groups. The extent to which the church operates smoothly is largely the result of the Administrative Assistant's diligence and commitment.

Requirements

1. Excellent communication and phone skills
2. Competency with basic office equipment (Windows computer, copy machine, postage machine)
3. Superior organizational skills
4. Proficiency at typing and proof-reading (for errors)
5. Competency in Windows and Microsoft Office Products required (Word, PowerPoint, Publisher)
6. Ability to maintain membership database (SAPC will provide training)
7. Creativity in communicating events and preparing special programs/bulletins
8. Flexibility and initiative, particularly to serve the larger mission and vision of the church and staff
9. Dedication to and accountability for all correspondence and work performed

Primary Objectives

1. Provide administrative support to staff members and to other church leaders
2. Provide staff and congregation with accurate and timely information through diligent use of communications tools such as newsletter, worship bulletins, website content, social media, special mailings, PowerPoint slides, and phone calls
3. Handle all church correspondence
4. Provide accurate and timely reporting of information such as membership, attendance, and visitors to staff and ministry teams
5. Maintain updated membership and attendance database
6. Make suggestions which will enable the church to be more effective in its administration and mission

Functions and Responsibilities

1. Support Role

- a. Support Senior Pastor and other staff members (phone, bulletins, correspondence, mailings)
- b. Support Ministry 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 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. Update church website with 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 record of incoming contributions and accounts receivables

4. Equipment and Supplies

- a. Order and maintain church supplies in consultation with the Office Administrator
- b. Upkeep and maintenance of all church equipment
- c. Maintain the workroom

5. General Church Duties

- a. Maintain and distribute Membership Directory
- b. Update and print Community Services pamphlet
- c. Assist with administrative aspects of retreats, mission trips, and special projects
- d. Other administrative duties as requested by the Senior Pastor, Staff, or Session

General Supervision: provided by the Senior Pastor

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.