



Presbyterian Church in America
FOUNDATION

IMMEDIATE JOB OPENING
FULL-TIME ADMINISTRATIVE ASSISTANT

The PCA Foundation, Inc. (PCAF), an agency of the Presbyterian Church in America, has an immediate job opening for full-time Administrative Assistant. Our office is located in the PCA Office Building in Lawrenceville, GA (near I-85 at Sugarloaf Parkway).

The Administrative Assistant works with to the PCAF's Business Manager and President in an administrative and customer service role. The Administrative Assistant answers incoming telephone calls and serves as the primary contact for visitors to the PCAF office. Pleasant, articulate and friendly phone skills, organizational ability with attention to detail and a commitment to excellent customer service are a must. Responsibilities include, but are not limited to:

- Typing letters, memos and emails.
- Managing the PCAF office filing system, including preparation of new files each year and maintenance of records for files in off-site storage.
- Copying and mailing outgoing distribution checks and recipient letters.
- Preparation of mailings to donors, prospective donors, churches, etc.
- Sorting and distributing incoming mail, including preparation of deposits for cash contributions received by check.
- Calling donors, recipients and churches as needed.
- Assisting in the preparation for Board meetings, including production of board notebooks and other board-related materials.
- Assisting in the preparation for PCA General Assembly meetings and other special meetings as needed.
- Special projects as assigned.

Required Qualifications

- A Christian whose life reflects mature spiritual growth and a commitment to ministry.
- Active in a local evangelical church.
- Previous administrative or executive assistant experience preferred. Business office experience desirable.

- Proficiency in Microsoft Windows, Word, Excel, Outlook, PowerPoint, and Access. Knowledge of Blackbaud Raiser's Edge and Financial Edge is a plus.
- Strong interpersonal and communication skills, oral and written. An advanced level of spelling and grammar skill is a plus.
- Highly self-motivated, very organized, and very detail oriented.
- Ability to meet deadlines.
- A desire to serve others and be a key player in a small team environment.
- A high degree of integrity and ethical behavior.
- Ability to maintain sensitivity to confidential matters.
- Ability to pass a criminal and financial background check.

Resume with cover letter can be mailed, faxed or emailed to the PCAF office to the attention of:

Mark Bailey, Business Manager
PCA Foundation, Inc.
1700 North Brown Road STE 103
Lawrenceville, GA 30043

678-825-1055 (Fax)
mbailey@pcanet.org