



## JOB DESCRIPTION

<b>Job Title:</b>	Administrative Assistant
<b>Department:</b>	Non-Pastoral Employee
<b>Reports to:</b>	Senior Pastor
<b>Classification:</b>	Part-time, non-exempt (20 hours/week; 8-1 pm Mon-Thur)
<b>Salary:</b>	Hourly position commensurate with education and experience

### **Church Description:**

Faith Presbyterian Church (PCA) is a community of believers in Watkinsville, Georgia that seek to love God, to love each other, and to love our neighbor by the grace of God through Jesus Christ. We are a medium-sized congregation with an average attendance of 230, with two Sunday morning worship services at 8:30 AM and 11:00 AM.

### **Overall Responsibility:**

Under supervision of the Senior Pastor and oversight from the Session, the Administrative Assistant is responsible for managing the front office, providing general administrative support for pastors and office staff, organizational oversight of the kitchen and church storage spaces, periodic support of other church ministries, and maintaining a stock of supplies for the building, office, and kitchen. The Administrative Assistant endorses the ministry philosophy of Faith and serves as a winsome representative to our congregation and community.

### **Education/Experience:**

An undergraduate degree is preferred but not required. Prior experience with administrative roles is highly preferred.

### **Work Environment/Physical Demands:**

This job operates in a professional office environment and is primarily in an office setting. At times the Administrative Assistant may help with tasks such as moving chairs or boxes. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Physical demand level is light. Intermittent sitting and standing with occasional lifting, bending, standing, etc.

### **Travel:**

Minimal travel is expected for this position.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Essential Functions:**

- **Administrative:**
  - Maintain a presence in the church office and answer phones during church office hours
  - Ensure the front office is a safe, attractive, efficient, and productive environment for all who work in and traffic through this space
  - Prepare and print weekly bulletin
  - Manage all written correspondence and bring in and distribute mail
  - Provide administrative support and records management for Session, pastors, front office, staff, special events, and ministries as needed

- Process incoming mercy requests through Charity Tracker and refer to the Deacon of the Week
  - Update and maintain church calendar and database in Breeze, including printing yearly directory
  - Prepare annual PCA Statistical Report
  - Ensure confidential information is managed properly and kept within proper channels
  - Organize staff birthday celebrations
  - Attendance at weekly staff meeting
- **Management:**
    - Ensure equipment and supplies are in good operating order and well-stocked, including office, kitchen, children's church closet, and all church storage spaces
    - Manage equipment leases and coordinate replacement of office equipment as needed
    - Oversee budgets related to office management and administration
    - Manage office volunteers, and disciple and mentor them as they serve through these gifts
    - Manage, coordinate, and track use of church facilities, supplies, and equipment
    - Coordinate with Facilities Manager, IT Support, Janitorial service, and others on general church upkeep and repairs
    - Collect and empty 'Lost & Found' on a quarterly basis
    - Keep entryways to building orderly and welcoming
    - Remove out of date materials from distribution

**Skills and Attributes:**

- Strong profession of Christian faith and in support of Faith's mission
- Winsome personality that can be conveyed by phone and email, with dedication to serving all constituents beyond their expectations
- Strong oral and written skills to establish rapport with a diverse group of contacts from leadership, worship team, members, visitors, staff, mercy requests, etc.
- Self-motivated and able to function independently with minimal supervision while understanding the necessity for communicating and coordinating work efforts with other staff and ministries
- Excellent planning, organization, and time management skills
- Ability to work on sensitive matters with discretion and a commitment to confidentiality
- Ability to thrive in a fast-paced environment with an upbeat, flexible, and positive attitude
- Strong ability to prioritize, multitask, and manage various day-to-day administrative activities as well as work on large-scale projects and accommodate singular requests
- Strong people skills and the ability to cultivate a positive, helpful, and friendly work environment
- Ability to organize various kinds of events, including the people, planning, and logistics
- Computer and web savvy, with proficiency in Microsoft Word, Excel, Publisher, and Google programs
- Excellent interpersonal and conflict resolution skills, with the ability to make quick decisions
- Ability to work well under pressure and within short deadlines
- Professional appearance and manner

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Application Instructions:**

To apply, please email cover letter and resume to Dr. Nathan Parker, Senior Pastor, at [nathanp@faithpcachurch.org](mailto:nathanp@faithpcachurch.org) with "Administrative Assistant" as the subject of the email.