Administrative Assistant Position Description

Part-time: 10-12 hours per week

Two Rivers Presbyterian Church
1082 E Montague Avenue
North Charleston, SC 29405

Job brief

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office and the ministry, support staff and members through a variety of tasks related to organization and communication, assisting in daily office needs and managing general administrative activities. The Administrative Assistant will be responsible for confidential and time sensitive material and information. This position reports to and is under the supervision of the pastor.

Skills

The ideal candidate should have excellent oral and written communication skills, be organized and self-motivated, be able to manage their time and prioritize projects, and be able to work alone and with staff members and volunteers. The position will require working knowledge of office equipment, personal computers and MS Office Suite (MS Word, Excel, and PowerPoint). The candidate must be willing to learn other software programs such as QuickBook Accounting and Church Office Online.

General Responsibilities: (1-2 hours/week)

- Answer and direct phone calls
- Produce and distribute correspondence emails, letters, faxes and forms
- Create slides for presentations
- Assist in the preparation of regularly scheduled reports
- Maintain supplies for church office, children's ministries, and worship service
- Provide general support to visitors
- Perform administrative duties such as filing, typing, copying, scanning, etc.
- Maintain computer and manual filing systems
- Receive, sort and distribute the mail
- Other duties as assigned

Bookkeeping Responsibilities: (2-3 hours/week)

- Print checks and obtain necessary signatures and authorization
- Pay bills and reconcile Petty Cash
- Reconcile expense reports, income, expenses, and bank statements
- Enter financial transactions and information into QuickBooks
- Enter information into Church Office Online, including giving and tithe information
- Prepare and deliver year-end giving records
**Communication Responsibilities:** (4-6 hours/week)

- Coordinate updates to website content
- Prepare and distribute emails, eNews, and other electronic communications using Mailchimp
- Serve as the point of contact for announcements and ensure they are communicated in the proper medium
- Expand social media presence
- Assist with church calendar
- Assist with design of printed and digital material for various ministries within the church
- Assist with organizing and collecting information such as surveys, RSVPs, member profiles, fellowship cards, and other information

**Children’s Ministry:** (1-2 hours/week)

- Assist with Background Checks
- Assist with printing worship and play materials
- Scheduling and reminders

**Policy Management**

- Work with staff to create a system for managing church and ministry policies.

**Sunday Morning** (1-2 hours/week)

- Assist leaders with volunteer management
- Coordinate Coffee Pickup
- Help coordinate Scripture reading volunteers

All applicant may send his or her resume to the Session (session@tworiverspca.org).