

SECOND PRESBYTERIAN CHURCH
ADMINISTRATION EXHIBIT C
DESCRIPTION OF A MINISTRY
ADMINISTRATIVE ASSISTANT (COMMUNICATIONS)

HOURS: (Salaried – 24 hours per week) Occasional other hours may also be required.

QUALIFICATIONS:

1. Must be a member in good standing of an Evangelical Church.
2. College graduate or equivalent work-related experience
3. Minimum of five years' experience as an Administrative Assistant
4. Minimum typing 65 WPM with accuracy and transcribing experience
5. Strong computer skills are imperative (MS Windows, Word, Excel, Access, PowerPoint, Outlook)
6. Proficiency in the use of standard office tools (copy machine, etc.)
7. Strong organizational skills
8. Have excellent command of English composition and punctuation

PURPOSE OF POSITION:

Primary function is to oversee all activities of the main church office, pertaining to communications, under the daily supervision of the Church Administrator.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Organization and maintenance of church calendar.
2. Pick-up, distribution and dissemination of all mail and correspondence.
3. Screening and routing all incoming calls.
4. Answer mail – correspondence (writing letters), phone calls, etc.
5. Check email and respond.
6. Produce under the Editorial Oversight of Church Administrator: Weekly Bulletin, West End Herald, Intercessor.
7. Create certificates (Honorary) for special occasions.
8. Produce Banquet and Special Events (Conferences, WIC) programs.
9. Attend weekly Staff Meeting.
10. Maintain and update all standard forms and ministry literature.

OTHER GENERAL EXPECTATIONS INCLUDE:

1. Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
2. Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
3. Should be ever conscious of the need for confidentiality.
4. Should always exercise discernment and wise judgment.
5. Should be a person who gives extreme attention to details with an eye for excellence.
6. Should have a non-lackadaisical attitude with the willingness to seek new information, training, and resources as needed.
7. Should be a self-starter, good at multitasking and prioritizing projects.
8. Should possess strong administration skills and the ability to work independently without supervision.

ORGANIZATION RELATIONSHIPS:

- A. Relationship to Senior Minister
 - a. Carry out duties in the church office under direction of the Senior Minister.
- B. Relationship to Church Administrator & Staff
 - a. Assist the Administrator by preparation, presentation, and information of all ministry activities.
 - b. Participate as a vital member of the ministry team.
 - c. Participate in regular staff meetings

Supervised by Church Administrator

Direct report: Jr. Administrative Assistant

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