

College Hill Presbyterian Church

Position:	Administrative Assistant
Position Hours:	Part Time – 30 hours per week
Specific Focus:	Administrative Aid at CHPC
Reports To:	Senior Pastor and Assigned Elder
Supervises:	NA

Purpose: The Administrative Assistant is tasked with aiding College Hill Presbyterian Church in all her administrative needs.

The Administrative Assistant shall:

- Work alongside Senior Pastor and Associate Pastor to oversee the administrative tasks at CHPC
- Recognize the need for good public relations. Represent the church in a favorable and professional manner to the congregation and the public.
- Develop and maintain rapport with staff, visitors, and members of the congregation by treating others with friendliness, dignity, and consideration.
- Inform the Session in a timely manner if unable to fulfill any duty assigned.

Job Responsibilities

- Cheerfully greet and direct all visitors during regular office hours. Show hospitality to all who come into office during the regular business hours whether church members or guests.
- Produce weekly bulletins and weekly announcements email.
- Maintain and update the church's website, including weekly sermon podcasts, and social media accounts.
- Work with Pastor and staff to maintain a master church calendar..
- Answer and direct all phone calls and voicemail messages.
- Keep inventory of all supplies and order as needed to replenish. Maintain order in the storage closet and kitchen with the supplies so that everything is easily accessible.
- Coordinate and delegate all details related to church meals (Wednesday Night Fellowship and others).
- Maintain order in the work room, office, and common areas of the building.
- Maintain all accounting operations on QuickBooks online. (payroll, contribution receipts, deposits, accounts payable, reconciliations, financial reports, monthly tax reporting, quarterly and yearly tax reporting).

- Support and liaison with the Treasurer and the Finance Committee with respect to the financial and business operations of the church.
- Attend weekly Staff Meetings to stay abreast of all events and ministry developments
- Work to increase the church's visibility in the community through coordinating and designing a variety of advertising methods, both digital and print.
- Perform general secretarial and administrative duties as directed by the Senior Pastor.

Supporting Responsibilities

- Aid in preparation and communication of church events as needed.

Qualifications:

- An active testimony of a personal relationship with Jesus Christ.
- Experience with developing and maintaining productive working relationships with a church staff and leadership.
- Excellent verbal and written communication skills.
- Ability to work as a leader and as part of a team.

Qualifications: Bachelor's Degree

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