



ADMINISTRATIVE COMMITTEE PCA

ADMINISTRATIVE COMMITTEE/STATED CLERK'S OFFICE
Presbyterian Church in America (PCA)
Full-Time Position Available

Receptionist/Administrative Assistant

The PCA Administrative Committee/Stated Clerk's Office (AC/SC) is the permanent "service committee to the General Assembly and the denomination," connecting and coordinating PCA churches, presbyteries, and Assembly ministries in order to enable the PCA to fulfill and advance its mission.

Principal Function:

The individual filling this position will provide the initial interaction with visitors and callers to the office. They will facilitate the work of the Review of Presbytery Records Committee. This person will be tasked with special projects as assigned by the Stated Clerk, the Business Administrator, and the Operations Manager. This position reports to the Operations Manager.

General Responsibilities:

- Greets visitors and is the primary phone answerer for the office main line
- Processes online giving batches
- Creates and sends out annual Teaching Elder identification cards
- Oversees filing and clerical duties for the Review of Presbytery Records Committee
- Provides customer support for byFaith subscribers who write or call in
- Along with other staff, represents the AC and byFaith at the General Assembly booth, assists at General Assembly as needed
- Assists Management with administrative needs including drafting letters, filing, and special projects
- Takes the mail to the mailroom daily
- Monitors supplies in the kitchen and keeps the room tidy
- Performs tasks outside of usual routine duties as exigencies require

Requirements For This Position:

- A Christian with a vital relationship with Christ and active in a local PCA or evangelical church
- Some familiarity with the structure and beliefs of the PCA preferable
- Organizational and administrative experience
- Good interpersonal and communication skills
- Proficient with Office computer software (Word, Excel, Outlook required. Access a plus.)
- Self-motivator presenting professional image
- Able to function well with competing priorities
- Desire for a team ministry of service
- Competent with multi-faceted tasking
- Willingness to travel a few times per year (General Assembly; some Committee meetings)

Please direct inquiries/resumes to:

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