

**Providence Forge Presbyterian Church**  
**Position Description**  
**Administrative Assistant**

Purpose:

To provide administrative support to the Pastor, session members, committee chairpersons and to the congregation as approved by the Pastor.

Accountable to: The Pastor

Responsibilities:

1. performs general secretarial duties for the Church to include typing, answering the telephone, and directing mail to proper channels (computer literate in the use of Microsoft Word and Excel);
2. mails giving statements to members of the Church.
3. with appropriate Committee Chair approval, prepares checks for Treasurer's signature.
4. orders office supplies and equipment; orders Worship materials – cups, candles, Christian Education materials for Sunday School, directory printed copies.
5. maintains the church calendar to include dates and times of all group use of the church and maintain birthday/anniversary listings for E-Pistles;
6. prepares and copies documents for distribution such as bulletins, mailings and letters to the congregation as directed by the Pastor;
7. maintains timely office hours as scheduled by the Pastor;
8. receives applications for use of the building and grounds, forwards the application to the chairman of the Building and Grounds Committee

and issues a key to the building upon approval of the application (the secretary will maintain an accurate list of all persons holding keys to the church);

9. notifies all organizations holding keys to the building that renewal of their application is required annually each December;

Compensation:

Compensation will be on an hourly basis, paid at the end of each month. Compensation and performance will be reviewed annually by the Pastor and the Policy and Personnel Committee.

Leave/Vacation

Administrative Assistant will receive up to 16 hours of absence with pay, with any additional time to be approved by session.