

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. Prepares and copies documents for distribution such as bulletins, mailings and letters to the congregation as directed by the Pastor;
6. Maintains timely office hours as scheduled by the Pastor.

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.

APPROVED BY SESSION: 12-05-12 Updated 04-06-2016; 09-07-16; 3-7-18; 11-07-18

Section 2.1

Leave/Vacation

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