

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:

Performs general secretarial duties for the Church to include typing, answering the telephone, picking up mail from Post Office and directing mail to proper channels. Must be computer literate in the use of Microsoft Word and Excel;

1. Mails giving statements to members of the Church;
2. With appropriate Committee Chair approval, prepares checks for Treasurer's signature;
3. Orders office supplies and equipment; orders Worship materials – cups, candles, Christian Education materials for Sunday School, directory printed copies;
4. Prepares and copies documents for distribution such as bulletins, mailings and letters to the congregation as directed by the Pastor. Emails completed bulletins & inserts to appropriate persons for posting on the web site, emailing to the congregation for Zoom services and mailing to homebound;
5. Maintains church Directory for distribution to the congregation only.
6. Maintains church calendar online through Keepandshare.com which automatically posts to the web site; prints copies to post on hall

bulletin board, and include a printed copy in bulletins first of every month;

7. Maintains list of church media accounts with passwords and those responsible for their upkeep.
8. Distributes advent and Lenten readings to appropriate persons.
9. Maintains timely office hours as scheduled by the Pastor. Days and hours subject to change but not to exceed 16 hours & Session approval.

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 annually, with any additional time to be approved by the Session.