

## The Downtown Presbyterian Church Job Description / Job Specific Evaluation

**Job Title:** Administrative Assistant  
**Reports To:** Pastor  
**FLSA Status:** Non-exempt

### GENERAL PURPOSE OF JOB

Under the direct supervision of the pastor, this 20hr/wk position is responsible for general receptionist duties, file management, correspondence by phone, email, and social media when directed, and assisting the paid staff, clerk, and session members in carrying out the administrative functions of the church.

### COMPENSATION

- \$32,000 annual salary
- \$1,000 Health Savings Account

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### General Receptionist Duties

- Answering the phone and front door in the church office. This may include referring community members in need to more appropriate services for assistance and/or redirecting Contributor Vendors to the appropriate entrance.
- Greeting members and guests, who have a scheduled appointment, at the parking lot entrance
- Communicating with appropriate staff (paid or volunteer) regarding vendor requests and deliveries
- Responding to church-specific email

#### Communications

- Creating and printing weekly church bulletins with the pastor's direction
- Assisting the paid staff, clerk, treasurer, and committee chairs with communications including member/group specific phone calls and emails, electronic newsletter, weekly E-votion, and mailed letters
- Responding to church and/or community member requests for building use, which may include weddings, funerals, public events, private tours, and other facility related requests
- Updating information on the church website and/or social media accounts as directed by the communications committee and/or pastor

#### Administrative

- Maintaining records of session meetings and approved policies and procedures
- Maintaining the official roll of church membership under the direction of the clerk of session, entering member and visitor information into the church management software, and updating the online directory
- Organizing and maintaining paper and digital files
- Printing materials as requested
- Attending weekly staff meetings and monthly communication committee meetings
- Providing administrative support, when requested by the volunteer event coordinator, by attending contract negotiations that happen during office hours, and by sending, receiving, confirming, and filing all event contracts

- Updating in-office and online church calendars
- Communicate with the book keeper and treasurer as needed
- Other duties as assigned

## **POSITION REQUIREMENTS AND QUALIFICATIONS**

### **Capabilities**

- Understands and affirms Downtown Presbyterian Church's mission of inclusion and hospitality
- Ability to maintain confidentiality
- Proficiency in the use of a computer. Ability to operate Microsoft Office (Outlook, Word, Excel) and desktop publishing programs (newsletters and publicity)
- Ability to learn the church's management software for recordkeeping of membership data
- Ability to relate to a wide variety of people over the phone and in person, especially individuals who are without housing, and those who may have mental health concerns
- Ability to take initiative
- Ability to handle distractions and interruptions
- Ability to prioritize multiple tasks through strong organizational skills
- Willingness to learn and grow with our organization

### **Education & Experience**

- High school diploma or equivalent is required
- Two years of related experience is preferred (administrative and/or church or 501c3)

### **Environmental Conditions/Physical Demands**

- The work environment for this position is a church business office. Adjacent to the office are the offices of a non-profit the Contributor, a non-profit that serves unhoused and disenfranchised individuals. You may encounter some of their vendors or others seeking assistance. The church will provide resources for you to refer them to other services.
- The work environment will require walking, standing, sitting, bending and carrying items weighing 1-15 lbs.
- Some repetitive motion is involved.