

FIRST PRESBYTERIAN CHURCH – NEENAH, WI

POSITION DESCRIPTION

Position:	Administrative Assistant	Effective Date:	
Reports To:	The Administrative Assistant reports to the Pastor and works in close coordination with the Communications Director on matters related to church communications, scheduling, and messaging.	Reviewed:	
Incumbent:		Reviewed:	
Role:	Part-time, non-exempt	SPRC Review:	
		Review Date:	

Position Purpose:	Administer the day to day tasks and functions of the church office. Create service bulletins and support the work of the pastoral & admin staff, committees, and clerk of session to maintain important church organization.
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Principal Responsibilities

1. Coordinate and implement an effective church office, train and delegate tasks to member volunteers as appropriate.
2. First point of contact – respond to the needs and requests of visitors, members, and staff with warmth, discretion, and sensitivity. Screen, act on, or appropriately redirect incoming calls, emails, and correspondence in a timely and accurate manner.
3. Serve as primary administrative support for all staff.
4. Ensure that the office imparts a clean, organized, and clutter-free first impression. Ensure office supplies and equipment are well maintained and serviced.
5. Keep staff informed of member crises or ministry opportunities as appropriate.
6. Maintain filing of correspondence, reports, and other church communications.
7. Communicate with the Facilities Maintenance Coordinator in order to welcome contractors or others working on church property as needed for access and communication.
8. Provide communication, keys and welcome signage for groups using the building.
9. Work with the Clerk of Session to compile and distribute monthly meeting e-file and maintain accurate member and visitor records.
10. Work with appropriate staff to develop and print Sunday, Wedding, Memorial Service, and Baptism bulletins as well as set up wedding, baptism, and memorial service activities.
11. Prepare and maintain “packet” materials for weddings, memorial services, Deacons’, new members, etc. as directed.
12. As directed by the Finance Manager or Manager of Media, Program, and Communication, help maintain and process records of church membership, including letters, certificates of transfer and baptism in the database and roll books; provide Clerk of Session with membership change requests.
13. Manage cache of all building keys: distribution, return, and forms.
14. Regularly attend and actively participate in weekly staff meetings providing intercommunication between staff, committees, and members where needed/available/appropriate.

15. Understand and adhere to the First Presbyterian Church Neenah staff policies and procedures manual.

Qualifications

Education:

- High School Diploma (or equivalent)
- High level of interest in administrative duties

Skills and Personal Attributes:

- Proficient with basic office equipment and Microsoft Office computer programs, Word, PowerPoint, Excel.
- Possesses and exhibits good interpersonal, written, and oral communication; cooperation/teaming to work with staff and leadership and with other members of the church and supervisory team.
- Self-motivated and able to work with minimal direct supervision or in a team environment.
- Strong multi-tasking and prioritizing skills.
- Enthusiastic and possesses a positive outlook.
- Must be willing to keep professionally up-to-date and open to new ideas in the field of administration through reading, on own study, and attendance at workshops/seminars as available.
- High degree of professionalism as it is defined in the Employee Handbook regarding confidentiality, courtesy, and personal appearance.

Work Environment:

- Computer
- Typewriter
- Telephone
- Photocopier/printer/scanner
- Folding Machine

Evaluation

The Senior Pastor will conduct a yearly evaluation. This evaluation will be reported to the Staff Parish Relations Committee.