

Office Administrator Position Description Presbytery of Eastern Virginia

Summary: The primary roles of the office administrator are to provide a hospitable, efficient work center to support presbytery staff, leaders, and members; develop and produce effective communications; and assist members of the Presbytery and others who contact the office.

Essential Qualifications:

- A firm profession of faith in Jesus Christ as Lord and Savior
- Works well independently; yet functions as part of a work team
- A helpful, cheerful, diplomatic and caring servant attitude to all
- A gifted organizer, able to anticipate needs
- Efficient, caring and discerning telephone skills
- Proficient in use of digital communication media, software programs, database systems,
- Strong writing and proof-reading skills
- Ability to manage office supplies, equipment and building needs
- Ability to prioritize and multi-task, using good time management skills in an ever changing environment
- Able to respect and safeguard confidential information and materials both shared and overheard
- Knowledge and/or willingness to learn about Presbyterian polity, ethos, and congregations

Responsibilities and Duties:

1. Serve as office administrator, creating an efficient and hospitable environment for presbytery leaders and visitors.
2. Greet visitors, respond to and direct telephone and email inquiries in a helpful, discerning manner
3. Maintain presbytery calendars, directories, distribution lists, and event registration
4. Develop, design, prepare, and coordinate timely communications in multiple formats--website, e-news, print, and social media
5. Effectively manage operations of the presbytery office: from ordering office and kitchen supplies to maintaining office equipment and addressing building upkeep, arranging for and supervising service providers as necessary

6. Prepare presbytery and VIT meeting packets, help organize meetings and record presbytery minutes
7. Provide primary administrative support to the General Presbyter and Stated Clerk
8. Assist the Commission on Ministry with meeting materials, use of Church Leadership Connection, etc.
9. Oversee Resource Center maintenance and assist other ministries/staff as directed by the General Presbyter.
10. Attend, record and distribute minutes of staff meetings
11. Coordinate common responsibilities and office coverage with other staff
12. Other tasks as assigned by the General Presbyter

Hours: The position of office administrator is intended to be $\frac{3}{4}$ time, or 30 hours per week, with a regular schedule (four to five days per week) to be determined.

Accountability: The office administrator is supervised by the General Presbyter and is fully accountable to the Personnel Committee for performance and conduct.