

#### **D. ADMINISTRATIVE ASSISTANT/HUNGER ACTION ENabler**

**SUMMARY:** This position provides a variety of clerical support services and computer technical Support, and facilitates ministry related to hunger issues and related causes like peacemaking. This position *engages in congregational mission partnerships, sharing members' skills in joint endeavors* (priority 5).

**ACCOUNTABILITY:** This position is supervised and appraised by the General Presbyter and Administrator

#### **DUTIES AND RESPONSIBILITIES:**

1. Provides administrative support for PEVA staff in coordination with the Administrator, and for designated Ministry Teams, Committees, and Task Forces, as determined annually by the General Presbyter.
2. Prepares receipts of income, vouchers for disbursement, copies and mails financial statements. Processes receivables, researching content when necessary, and makes bank deposits.
3. Answers PEVA telephones in coordination with the Administrator, between the hours of 10 AM and 3 PM.
4. Maintains the database tables for the Presbytery systems.
5. Makes changes to the PEVA website and maintains it with the contract provider. Maintains affiliated websites for PEVA ministry teams as requested.
6. Serves as the IT Administrator: monitors and upgrades anti-virus software for office servers and workstations. Updates and manages the e-mail system. Troubleshoots computer functional and technical software problems. Maintains the office computer network and directly maintains contact with the computer technical support contractors by phone.
7. Provides primary staff support to PEVA's Hunger and Peacemaking Committees and Disaster Assistance Task Force(s). Assists Hunger Committee in direct relief services.
8. Coordinates linkages between Presbytery and new and existing community ministries that address the root causes of hunger and seek its elimination.
9. Serves as a member of PEVA's staff, meeting regularly with the full staff team in coordinating and planning hunger and peacemaking activities..
10. Promotes the One Great Hour of Sharing and makes presentations concerning hunger and peacemaking at Stated Presbytery Meetings and PEVA congregations upon request.
11. Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent interpersonal skills
- Proficiency with computer hardware and software including database, presentation and printing programs
  - Works independently and in cooperation with others
- Maintains confidentiality● Knowledge of hunger and poverty causes and knowledge of national mission programs of PCUSA
  - Report writing and correspondence skills desirable

Effective October 1, 2011