

Jamestown Presbyterian Church
Church Administrative Assistant Position Description

Duties and Responsibilities

- Serve as receptionist of the church; answer phone, greet and assist visitors as appropriate
- Exercise confidentiality, courtesy, compassion, and diplomacy
- Provide administrative and secretarial services to the Pastor, church staff, and Session Committees
- Perform general office work, including but not limited to:
 - Order and maintain supplies
 - Operate and maintain the office printer/copier
 - Maintain the key log and manage the distribution of keys to the building
 - Receive and sort mail
 - File
 - Check the flower chart each week and order flowers for worship
 - Labeling and stuffing envelopes for mailings
- Prepare, proofread, and distribute church publications, including but not limited to:
 - Weekly worship bulletins
 - Weekly newsletter
- Organize, collate and copy the annual report
- Keep the Church Directory updated and maintain copies for distribution
- Work with the Clerk of Session in recording official records concerning membership, baptisms, weddings and deaths
- As directed by Session, update and maintain copies of Church policies and procedures for distribution, including but not limited to: Wedding Policies, Application for Baptism, Application for Membership, Use of Facility forms, New Member Packets
- Acknowledge memorials to the donor and family of the deceased
- Maintain the Church Calendar under the direction of the Session
- Help with scheduling and contacts relating to building use; maintain building use calendar and list of contacts
- Maintain and update the JPC Web site and social media accounts (currently Facebook and YouTube)

Employment Details

- This is a part-time position that does not qualify for benefits beyond those listed in this section
- 20 hours per week. 9:00 a.m. – 1:00 p.m. Monday – Friday (Hours can be negotiated)
- The Church Office will be closed the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, New Year's Eve. (These will be considered paid holidays when they fall Monday – Friday)

- One week's paid vacation after six months of service--Two weeks paid vacation after two years of service
- A criminal background check is required
- Opportunities for professional development

Desired Skills and Attributes

- Christian faith and practice--Church office experience preferred
- Friendly, mature, self-motivated, creative, discreet
- Proficient in written and oral communication
- Excellent organizational skills
- General office skills and computer knowledge
- Working knowledge of social media and web page editing

Accountability

- Accountable to the pastor, as head of staff
- Hired by and ultimately responsible to the Session, through the Personnel Committee
- Performance reviews will be conducted after an initial 90-day period and annually thereafter by the Pastor and the Session Personnel Committee--Compensation will be reviewed annually at the time of the Performance Review by the Session Personnel Committee

Approved by Session: 12/12/22