Position Description

Administrative Assistant To the Senior Staff

Rev. 09/28/07

Exempt Full Time position

Primary Function:

This position exists to advance the goals of Montreat Presbyterian Church by serving as the Administrative Assistant to the Senior Staff by assuming responsibility for the smooth, effective and efficient operation their work for the glory of Jesus Christ in His Church.

Responsibilities:

Support the work of the senior staff through exemplary coordination, communication and service.

Coordinate the personal schedules of the Senior Staff; Remind them of appointments; assist the Staff in not scheduling appointments too closely or of schedule conflicts.

Communicate with Senior Staff daily to coordinate schedules and appointments

Assist the Senior Staff in all secretarial duties and needs and filing.

Handle all Phone calls for Senior Staff in their absence. Maintain Cell Phone numbers of all Senior Staff in case of emergency contact and needs.

Assist the Senior Staff in production of study materials, booklets, hand-outs, teaching aids, etc. for their various ministries.

In concert with Senior Pastor and Executive Pastor, responsibility for compiling, and mailing of the Session Packets one week before the monthly Stated Session meeting.

Develop the knowledge of the inner workings of Mid-Atlantic Presbytery and the Evangelical Presbyterian Church main office in order to adequately liaison between the denomination and the Montreat Pres. Church.

Develop and maintain procedures to protect The Senior Pastor's time and schedule on Thursday & Friday of each week for sermon preparation and prayer.

Skill and experience in Microsoft Office XP or Vista, and related data programs

Skill and experience in using Desktop Publisher Programs, and related programs, including

photo storage, retrieval, text, color and illustration production.

Other Duties:
Other administrative duties as assigned by the Head of Staff.
Meet requests from the Senior Staff for action or information in a timely and gracious manner.
Professional development as needed and mutually agreed-upon.

Accountability
Participates in annual evaluation by the Executive Pastor
Accountable to the Session and supervised by the Pastor and/or Head of Staff

Approved: _____Date:
Personnel Committee

Approved: _____Date:
Clerk of Session

Approved: _____Date:
Administrative Assistant

Approved: _____Date:
Supervisor