**NEW LIFE PRESBYTERIAN CHURCH**

**MINISTRY DESCRIPTION: Administrative Assistant**

**PURPOSE:** To support the staff, members and guests of New Life Presbyterian Church faith community through hospitality and administrative duties.

**REPORTING TO:** Pastor and Personnel Committee

**WORKING RELATIONSHIPS**: Pastor, Church Business Administrator, Music Ministry,

Christian Education Coordinator, Communications Staff, Custodian, Clerk of Session, Church Elders, Care Coordinators, Volunteers and Members of the Congregation.

**HOURS:** Monday – Friday, 30+ hours weekly

**WAGE:** $17.00 PER HOUR

**DUTIES AND RESPONSIBILITIES:**

**Receptionist**:

* Answer telephones in a courteous and professional manner, recognizing that all calls are confidential.
* Take accurate, detailed messages for staff and direct calls to voice mail when appropriate.
* Respond to those ringing the door bell, greet and direct visitors and those with appointments in a professional and friendly manner.
* Respond to congregational needs, assisting individuals with making copies and other special projects.

**Correspondence:**

* Prepare correspondence, as requested by staff, elders, care coordinators and members of the congregation.
* Review and respond to daily emails.
* Distribute mail to staff and elders’ boxes.

**Document Preparation**:

* Prepare Sunday bulletins, mailers, postcards, flyers, brochures, agendas, committee minutes, and special reports as requested.
* Complete photocopying for staff, committees, Session, and members of the congregation.
* Preparation of the monthly New Life Presbyterian Church Notes newsletter as well as Annual Reports.
* Prepare bulk mailings.
* Prepare Session Packets every month.
* Provide clerical support to elders, committees, and staff as requested.

Page 1 of 2

**Maintaining Records:**

* Coordinate building use including maintaining the church Master Calendar, scheduling various groups into the facility, and putting together facility use agreements.
* Maintain monthly minutes of committee meetings.
* Maintain church committee, group, and event files.
* Work with Clerk of Session and Committees to maintain church directory and church database with up-to-date information.
* Maintain national background check forms and files and conduct background checks when requested.
* Maintain building key assignments and availability.

**Assistance:**

* Order office supplies and other purchases as needed.
* Assist church archivist with information that needs to be archived.
* Coordinate church volunteers such as Collators.
* Assist Pastor and Church Business Administrator in wedding and memorial service coordination.

**Caring for the Building:**

* Maintain office workroom in an organized fashion.
* Keep volunteer desk stocked and all printers and copiers full of paper.
* Oversee use of the facility for outside organizations and events.
* Work with contractors who are doing work at NLPC to schedule them at appropriate times.
* Work with Church Business Administrator in oversight of the church custodial staff to coordinate and supervise their duties. This includes setting tasks for the custodian to accomplish each day for cleaning and special needs.

**Other**

* Other responsibilities, consistent with the job description, as may be assigned by the Pastor, the Building & Grounds Committee, and/or the Personnel Committee.

*Revised January 4th, 2011; rev May 16, 2022.*

Page 2 of 2