

First Presbyterian Church of Huron Administrative Assistant Job Description

Position: Administrative Assistant

Purpose: The Administrative Assistant shall oversee and coordinate the Church office operations, computer services, general administrative work, and purchase of equipment and supplies. The duties shall include coordination with the Pastor and staff, congregational leadership, members, and volunteers in order to facilitate the ministry of First Presbyterian Church of Huron.

Essential Duties:

The Administrative Assistant will serve as the Pastor's secretary. Duties shall include:

- As needed or instructed, creating, filing, recording, or copying various church documents as directed by the Pastor.
- Promptly communicating ministry needs of the membership, including sickness, death, and hardship, to the Pastor and relevant leadership.
- In coordination with the Pastor, creating and printing the weekly worship bulletin and all necessary inserts.
- Assisting the Pastor with communication as needed or instructed, sending appropriate created or provided emails on behalf of the Pastor, posting created or provided social media content, and making phone calls on behalf of the Pastor.
- Screening visitors and phone calls on behalf of the Pastor.
- As needed or instructed, and with access to the Pastor's calendar, scheduling appointments and visitation for the Pastor.

The Administrative Assistant will serve as the congregation's secretary and receptionist. Duties shall include:

- Answering the telephone during office hours, and resolving answering machine messages left during non-office hours.
- Reading, recording, forwarding, and responding to emails sent to the church when appropriate.
- Creating and publishing the church newsletter.
- Receiving postal mail, and delivering it to the appropriate individuals and committees via mailboxes.
- Operating the church door security system, and programming the system for scheduled events.
- Maintaining a directory of names and current contact information of the church membership.
- Coordinating with the treasurer to ensure the church policies concerning expenses and expense reimbursement is followed. Maintaining an adequate supply of expense reimbursement forms for use by staff, members, and volunteers.

- Maintaining the inventory and overseeing the purchase of needed supplies for church operations, including office supplies, janitorial supplies, Christian education supplies, and others as directed. On occasion, picking up supplies which are procured locally.
- Creating, printing, and distributing the church newsletter on a monthly basis.
- Managing the church calendar, and providing information on upcoming events in the weekly worship bulletin and church newsletter.
- Assisting staff and committees with communication to the congregation via phone, email, newsletter, bulletin, and social media.
- Assisting with the monthly Session meeting, including coordinating with staff and committee chairs to prepare and distribute monthly Session meeting packets, and placing approved Session minutes in church binder.
- Coordinating with staff and committee chairs to prepare and print the annual congregational report.
- Coordinating with committees to collect and record funds received for particular purposes, not limited to, but including, worship flowers, Sunday School materials, church meals, etc.
- Receiving and recording various memorial contributions coming to the church, and promptly communicating with the individual responsible for memorial fund acknowledgement letters.
- Being aware of church-use policies and supplying individuals and groups with accurate information concerning church use, and applications for church use upon request.
- Maintaining the church office in an orderly, presentable arrangement.

The Administrative Assistant will serve as the secretary and receptionist for Little Wonders Preschool. Duties shall include:

- Creating and sending tuition invoices using Paypal.
- Collecting and recording tuition payments.
- Notifying parents, guardians, or other responsible party when a student account is in arrears in order to make arrangements for payment. Contacting the Finance and Maintenance chair when tuition is late or not received.
- Preparing tuition tax statements for Little Wonders clients.
- Assisting Little Wonders staff at times of student drop-off and pick-up as requested by Little Wonders staff.

The Administrative Assistant shall work and be compensated up to 28 hours per week. There are paid holidays, and five days of paid vacation is included after one year successful service.