

Presbyterian Church of the Covenant

Position description

Position: Church Executive Assistant

The Presbyterian Church of the Covenant is recruiting for an executive assistant. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention for details. This person should have experience working in an office environment, performing administrative duties, and providing support to managers. Given the dynamic nature of ministry, we rely on executive assistants to be flexible, detail-oriented, organized and consistent while maintaining confidentiality.

Responsibilities:

1. Schedule appointments, maintain and update the Pastor's daily calendar.
2. Screen all incoming phone calls, inquiries, visitors, and correspondence, and route accordingly.
3. Perform administrative support duties, such as: Typing letters, memos, reports, weekly bulletin, memorial bulletins, and annual report; prepare slide presentations and spreadsheets, as needed; monitor invoice payments. Maintain and update the church database and mailing list and distribute mail to church mailboxes. Assist in producing, print and distribute monthly church newsletter and weekly bulletin.
4. Maintain and secure office files and records for facility key control with particular emphasis on security and confidentiality.
5. Maintain PCC master calendar and coordinate the booking of church facilities.
6. Maintain and post approved communications to PCC social media accounts.
7. Purchase office supplies and maintain inventory documentation.
8. Schedule maintenance and repair of office equipment and facilities.
9. Distribute basic needs supplies on sight to community members.
10. Maintain professionalism and confidentiality of highly sensitive information.

Required skills and qualifications:

- Minimum of two years of experience in administrative support functions.
- Strong organizational and time-management skills and ability to prioritize and coordinate multiple projects and tasks seamlessly with a strong attention to detail.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media platforms, and have an aptitude for learning new software and systems.
- Excellent written and verbal communication skills, with strong interpersonal skills and the ability to build relationships with diverse people.
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Ability to maintain confidentiality of information.

Preferred skills and qualifications:

- Experience in overseeing budgets and expenses.
- Experience with human resources/personnel processes.
- Experience in developing internal processes and filing systems.
- Two or more years of experience as an executive assistant or office manager.

Accountable To:

The Pastor and Personnel Ministry Team

Hours Per Week:

20 Hours per week. Additional hours may be requested on occasion.

Schedule:

Monday through Thursdays; 9:00am-12:00pm, 1:00– 3:00pm

Salary:

\$16-\$24/hour

Performance Review:

As per Personnel Policies handbook