JOB DESCRIPTION
First Presbyterian Church
Muskegon, Michigan

ADMINISTRATIVE ASSISTANT

PURPOSE
The position of Administrative Assistant exists to provide secretarial and administrative services to the Pastor, staff, and to the Session (board of ruling elders) of First Presbyterian Church of Muskegon.

ACCOUNTABILITY
The Administrative Assistant is accountable to the Pastor as Head-of-Staff and to the Personnel Committee.

SPECIFIC RESPONSIBILITIES

Administrative:
1. Maintain a clean and orderly businesslike office.
2. Maintain an adequate level of all supplies for church office administration.
3. Share in the answering of the telephone with other staff and office volunteers.
4. Attend and keep minutes of all full staff meetings if requested by head-of-staff.
5. Supervise and maintain the master church calendar.
6. Be responsible for the regular maintenance of all office equipment.
7. Oversee and work effectively with church office volunteers.
8. Present a professional and friendly attitude to all visitors to the church office.
9. Open and distribute mail.
10. Maintain confidentiality of all personnel and member records.
11. Perform background checks on new hires/volunteers.
12. Be responsible for the administrative credit card (ordering supplies, subscriptions, etc.) and documenting expenses.
13. Other administrative duties as assigned.

Secretarial:
1. Handle correspondence for the Pastor, the chairpersons of committees, and others as needed.
2. Prepare weekly worship guides (bulletins) under the guidance of the Pastor.
3. Prepare and coordinate the creation and mailing of the monthly church newsletter and weekly church email.
4. Create and post social media content for First Presbyterian Church under the direction of the Pastor. Read and respond to social media messages/comments from church members and the public.

5. Review the church membership rolls annually with the Clerk of Session for accuracy. Ensure an accurate record of all active, inactive, affiliate, and baptized members are available as needed with the Board of Deacons and/or Pastor.
6. Prepare an annual church telephone directory for each household in the church based on the current church membership rolls (including friends of the church).
7. Maintain files of the minutes of Session meetings. Assure all official church records of these and other documents are kept current and in good order.
8. Prepare and assemble the Annual Report to the Congregation and the Annual Statistical Report for the General Assembly of the PC(USA) using materials provided by church staff, Session, and committees.
9. Provide support to the Finance/Stewardship Moderator for annual mailing and other materials.
10. Maintain employee time sheets and report payroll information to the Financial Secretary.
11. Record general memorial income. Handle gift acknowledgements to families and contributors.
12. Maintain the Deacons' checking account and provide the Deacon Moderator with balanced records/statements.
13. Deposit Sunday's worship offering in the bank.
14. Work cooperatively with the Financial Secretary when job functions overlap and monitor these situations to completion.
15. Develop and design worship slides for Sunday services.
16. Initiate and update ACS member database.
17. Other duties as assigned.

HOURS

The base work week of the Administrative Assistant will be an average of 20–25 hours per week as designated by the Pastor or Personnel Committee. The Administrative Assistant is expected to work cooperatively with office volunteers and other staff to ensure the church office is always staffed during designated church office hours.

EMPLOYMENT QUALIFICATIONS

Education:
Possession of a high school diploma or its equivalent. Business background desired.

Special Requirements:
This position requires very strong computer skills. At minimum, applicants should be familiar with Microsoft Office, Google Docs, and other on-line tools and platforms (e.g. Canva, Facebook, Instagram). Applicants should also be able to learn new software and programs quickly.

The ideal candidate will be self-motivated, highly organized, and have a warm, welcoming personality for greeting church visitors in-person and on the phone. Because this position has an emphasis on communication (ie: creating worship slides, weekly e-blasts, monthly newsletters, social media posts, and more), creativity and basic skills in design and social media are highly desired.