

DERRY PRESBYTERIAN CHURCH
Position Description

Title: Administrative Assistant
Reports To: Financial and Office Manager
Hours: 8:30am-4:30pm Monday- Friday.

Approved On:
FLSA Status: Nonexempt (F/T)

GENERAL FUNCTION

Performs variety of secretarial and administrative clerical duties in support of church staff and Session.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Answer phones, screening and directing calls.
- Prepare weekly Sunday church bulletin, funeral and wedding bulletins.
- Maintain church master calendar, handle and coordinate all requests for use of building, assist in monitoring keys and temporary key fob assignments.
- Work with Pastor and Clerk of Session in gathering material for all Session meetings.
- Obtain, prepare and send all certificates for weddings and baptisms.
- Open and distribute mail and prepare all church mailings.
- Recruit and direct volunteers who assist in performing variety of clerical tasks.
- Supply member information when requested to church committees and church groups.
- Monitor and periodically change security door schedules.
- Monitor locked doors for safety of students during hours of operation for Derry Discovery Days (DDD) program.
- Order supplies for copiers and laminator and track use for maintenance.
- Assign new members to Shepherd Groups and forward prayer concerns to Deacon and Shepherd Group leaders.
- Serve as a backup to the Financial and Office Manager by learning key duties of the position
- Attend all staff meetings.

SKILLS, ABILITIES, COMPETENCIES

- Attention to detail, organized, record keeper.
- Sense of urgency, proactive, identify and resolve problems before they are brought up.
- Concern for security and confidentiality.
- Trustworthy, responsible and dependable.
- Team player with demonstrated interpersonal skills, positive attitude.
- Self-directed and able to complete duties with little to no supervision.
- Ability to continue workflow despite a steady stream of interruptions including visitors, door buzzers, phone calls, and staff requests.
- Excellent written and verbal communication skills.
- Technologically savvy and able to gain proficiency in numerous software programs and websites, such as adobe Indesign, Wordpress, Gsuite, and Mail Chimp

EDUCATION AND EXPERIENCE

- High school graduate or comparable, relevant experience.
- 3-5 years successful experience in an admin support role in a small office setting.

LICENSE

- Valid PA driver's license.

BACKGROUND RELATED PREREQUISITES

All employees of Derry Presbyterian Church are required to produce current documentation or obtain the PA Child Abuse History Clearance, PA State Police Criminal Record Check, and a FBI Criminal Record Check

EVALUATIONS

The incumbent's performance will be reviewed annually, more often if necessary, by the Financial and Office Manager. Additional input may be obtained from others supported by the incumbent as appropriate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee will need to bend, stoop, reach, and lift up to 40 pounds.

OTHER DUTIES

Please note, this position description is not designed to cover or contain a comprehensive listing of duties, responsibilities, and activities that are required of the employee in this job. Duties, responsibilities, and activities may change at any time with or without notice.