

**ADMINISTRATIVE ASSISTANT
POSITION SUMMARY**

OBJECTIVE

- The Administrative Assistant provides administrative support to church staff and groups within the church in carrying out the activities and programs of the congregation.

HOURS

- Monday through Thursday; anticipated work schedule of 30 hours per week
- Salary based on experience
- Due to work schedule, this position is not eligible for medical, death and disability, or pension benefits. Holiday pay, vacation, and sick leave will apply according to our personnel policies.

QUALIFICATIONS

- A people-oriented individual with a strong work ethic who is mature, organized, a self-starter with a warm personality, able to be flexible, works well with others, can prioritize multiple tasks, and manage time effectively.
- A person possessing an upbeat, optimistic attitude who will express interest in how SHPC works together as a whole and will desire to assist members of the congregation and the church staff.
- A good listener who can responsibly and professionally handle confidential matters.
- Prior experience in an administrative/secretarial capacity preferred.
- Proficient with Microsoft Office programs, internet, email, church software, social media, and basic design skills or willing and able to learn.
- Excellent communication skills (both verbal and written). This person needs to have their pulse on what's important, what is newsworthy, and what needs to be shared within the church.
- Effective interpersonal skills. This person needs to ensure all groups and committees are informed of important details. Good "follow up" is critical.
- Excellent copywriting/proofreading skills. Announcements need to be written for the general audience (especially visitors) while keeping concise and current.

RESPONSIBILITIES

- Answer the telephone and welcome members and visitors on the church campus .
- Gather information to prepare all bulletins, announcements, newsletters, and other printed materials as well as copy and circulate these materials.
- Maintain official church membership records, databases, attendance records, and provide information to assist with visitor follow-ups.
- Prepare all mailings from the church as well as visual publicity around the church campus.
- Coordinate materials on weekly E-mails and provide information to support the church website and social media pages.
- Support the committees of the church with mailings or information needed to do their work.
- Assist with overflow work of Church Administrator or other staff if necessary.
- A more detailed job description will be shared with applicants during the interview process.

APPLICATION

- Because of the requirements for this position, only non-members of Spring Hill Presbyterian Church will be considered.
- Applications for this job may be made by emailing sconnell@springhillpresbyterian.org. Please include a resume and list of professional references.