**NARBERTH PRESBYTERIAN CHURCH**

Narberth, Pennsylvania

I. POSITION TITLE Administrative Assistant

II. PURPOSE: To provide the administrative services needed by the pastoral staff and church officers and to oversee the operation of the church office.

II. REPORTING RELATIONSHIPS: Reports to Business Administrator

IV. ESSENTIAL FUNCTIONS:

1. Pastoral Services:
   1. Administrative and secretarial support for the Pastor, Pastoral staff and Church Officers.
   2. Advise Pastor and Pastoral staff of special needs arising within the congregation or from visitors to the church.
   3. Create an environment of gracious welcome in person or over the telephone.
2. Office Operations:
   1. Responsible for phone coverage during church office hours.
   2. Greet and direct all visitors coming to the church office.
   3. Pick up, sort and distribute mail and packages.
   4. Drop off mail at Post Office at the end of each day.
   5. Maintain adequate office supplies.
   6. Provide for the maintenance and repair of all office equipment. Assist in replacement decisions.
   7. Oversee the office volunteers and integrate them into the operations of the church office as much as possible as a ministry to the volunteers.
   8. Provide administrative and secretarial services to all staff members and church officers when requested.
   9. Maintain a petty cash account.
   10. Maintain an account at the Post Office for bulk mailings.
   11. Arrange for vacation coverage.
   12. Be or become highly proficient in Church Community Builder (CCB) database software.
   13. Be or become proficient in Microsoft Office 365, for Word, Publisher, Excel, and general file handling.
3. Organizational Services
   1. Assist in the scheduling of organizational functions and special events.
   2. Maintain the official church calendar of all events and provide appropriate notification of such events to church staff.
   3. Attend regular staff meetings.
   4. Other tasks as directed by the Business Administrator.
   5. Upload Sunday worship bulletin to the website.
   6. Assist in preparation of administration budget and monitor expenses accordingly.
4. Session Operations
   1. Prepare monthly docket and necessary materials for Session meetings.
5. Church Communications
   1. Prepare and print all church bulletins, both for weekly services and special events.
   2. Prepare, edit and oversee the printing and distribution of the Spires electronically and on paper.
   3. Maintain CCB membership database.
   4. Prepare and oversee the printing and distribution of mass mailings.

V. EDUCATION & EXPERIENCE: High School diploma or equivalent along with a minimum of 5 years administrative assistant/secretarial experience, preferably in a church setting, but not required.

VI. WORKING CONDITIONS: The Secretary will work primarily at the church but must be willing to go back and forth to the Post Office on a daily basis, sometimes transporting mailings. Covid-19 has required this role to work from home at times with church-supplied technology, so access to a reliable internet connection in a quiet, focused work area outside the church is strongly recommended.

VII. SKILL AND PERSONAL REQUIREMENTS: Must have a high level of computer proficiency (MS Office), along with an aptitude to learn specialized computer programs. Must be able to interact well with others, supervise office volunteers, and take direction from a variety of people. Must be flexible, able to exhibit sensitivity to the needs of others, along with maintaining confidentiality. Exceptional attention to detail along with excellent written and verbal communication skills required. Must be willing to adhere to the Narberth Presbyterian Church Core Values statement.

July 2021