

TRINITY PRESBYTERIAN CHURCH POSITION DESCRIPTION

Position: Administrative Assistant

Reports to: Pastor(s)

Summary of Position:

As a full-time employee, the Administrative Assistant will oversee the administrative needs of the Church including office management, financial management, program and space management, maintaining the church website, coordinating publicity within the church and community for church events. The employee will also oversee marketing, technology, social media and various church duties as qualifications of the employee are appropriate and as needs arise. This is an exempt position.

Working Relationships:

Reports to: Pastor(s);

Oversees: work of the Sexton and Custodian/Housekeeper;

Assign duties and oversee Volunteers as needed.

Nature and Scope of Position:

The Administrative Assistant will work closely with the Pastors and all Committee/Ministry Teams. In addition, the Administrative Assistant will assist the Foundation of Trinity Presbyterian Church Board when requested and be a resource to the Preschool as needed. The Administrative Assistant will assist in communicating with the Pastors regarding pastoral matters.

Responsibilities:

1. Office Management

- a. Coordinate with appropriate staff and Ministry leaders to plan, administer and control budgets for contracts, equipment, and supplies.
- b. Supervise the maintenance staff.
- c. Support administrative systems, social media, including telecommunications and information networks.
- d. Organize and maintain confidential files and records.
- e. Ensure compliance with all existing government and labor legal reporting requirements by communicating these to appropriate staff members and follow-up to be sure deadlines are met.
- f. Prepare communications with members, i.e. bulletins, e-blast, special service bulletins, Trinity Tidings, and power point for services.

2. Program and Space Management

- a. Be the contact person for room set ups and communicate set up requirements to the Sexton.
- b. Be the contact person for maintenance requirements and communicate those requirements to the Sexton.

3. Other Responsibilities

- a. Attend Session meetings and all Staff meetings as requested.
- b. Prepare reports at least quarterly for the Personnel Committee regarding staff vacations, sick leave and study leave.
- c. Be the Staff resource to Ministries and Committees as needed.
- d. Perform other responsibilities assigned by the Pastor/Head of Staff.

Evaluations: A performance review will be conducted after 6 months of employment and will be conducted annually thereafter with the Pastor/Head of Staff, and a member of the Personnel Committee. The Personnel Committee will annually review the adequacy of compensation and discuss with employee.

Approved by Personnel Committee: July 21, 2021