

Job Description:

Church Administrative Assistant

Job Summary

The Lafayette Avenue Presbyterian Church (LAPC) administrative assistant helps to ensure that the church runs smoothly by supporting and working with volunteers, providing administrative support for the Pastor, providing office support for key church processes, and serving as a first point of contact and welcome for church leaders, members of the congregation, members of the community and other church stakeholders.

This is a full-time role of 35 hours per week. Hours worked are Monday thru Thursday, with occasional evening or weekend hours required (and appropriate comp time given).

Duties and Responsibilities

Primary job responsibilities are described below. Additional responsibilities may also be assigned.

Volunteer Engagement

- Work with church leaders to support services, events, memorial services, and space rentals
- Connect interested members with volunteer opportunities in collaboration with the Pastor and church leaders

Administrative

- Public-facing first point of contact of the church's historic building; opening up the building and providing access for visitors, members, vendors and/or delivery persons;
- Field telephone calls and general church information emails
- Maintain and update church database with contact info for church members,

- friends, and officers
- Proofread and produce church bulletins for weekly services, holidays, and events
- Maintain and update church calendar
- Order office supplies
- Create Session meeting packets
- Number & copy on archival paper Session minutes
- File Correspondence
- Carry out church mailings
- Navigate City agencies' requirements for the church (tax exempt status, boiler inspections, etc.)

Tenants/Short Term Rental Inquiries

- Receive and direct rental requests
- Reach out to potential renters (i.e. film holdings) to market the church
- Negotiate terms and draft rental agreements between renters and church (within given parameters)
- Schedule and coordinate rental requests
- Receive and direct tenants issues/concerns

Finance

- Input Sunday collection in Quickbooks and maintain collection worksheet
- Maintain and update pledge list
- Compile and log invoices for payment
- Keep track of Flower orders

Qualifications

Education and Experience

- Associate's degree or comparable required, Bachelor's degree a plus
- Minimum two years of applicable office experience

Office Skills

- Strong computer skills, including use of the Internet, e-mail, word processing and presentation software (MS Word, MS Publisher)
- Proficiency in spreadsheets (Excel), desktop publishing programs and Quickbooks
- Ability to operate standard office machines

Additional Skills

- Strong communication skills, both written and verbal
- Strong people skills, including ability to greet visitors, handle complaints and issues with tact, patience and diplomacy, and handle confidential and sensitive information discreetly and according to church protocol
- Act as a self-starter, working independently when necessary and exhibiting flexibility, judgment, and the ability to set priorities and ask questions

Accountability, Salary and Benefits

- The Administrative Assistant reports to the Pastor, who is LAPC's Head of Staff
- Performance reviews will be conducted annually by the Pastor and the Session's Personnel Committee
- This position is a full-time, salaried, in-office position. The Personnel Committee will annually review the adequacy of compensation, and will work with the Finance Committee to bring any recommended compensation changes to the Session for approval
- Benefits are provided as specified by the Board of Pensions (PCUSA) and include medical, dental, vision, and death/disability insurance as well as a pension/retirement contribution
- Vacation and sick leave are provided as laid out in the LAPC Employee Manual
- Periodic training will be offered
- Salary is \$32,500 (Value of total package: \$52,947)

To apply: Please fill out this [application form](#).