

Pittsburgh Presbytery

Position Description – Administrative Assistant to the Stated Clerk (20 hours per week)

Summary of Responsibilities

The Administrative Assistant to the Stated Clerk is a part-time member of the support team of Pittsburgh Presbytery with primary responsibility to support the Stated Clerk in carrying out the duties of that office.

Qualifications

The Administrative Assistant must possess strong communication skills, a high degree of self-motivation, a strong work ethic, and must be comfortable working with a wide range of people. This position requires a high degree of maturity and the ability to maintain strict confidentiality. The Administrative Assistant must be able to work independently, to multi-task, to pay attention to details, to prioritize tasks, and to work efficiently and with accuracy. This position requires a high school diploma, or higher, and a high degree of computer proficiency, including use of Microsoft Word, Publisher, Power Point, Excel, Outlook, and database software. Prior experience with and knowledge of the polity, structure, and procedures of the Presbyterian Church (U.S.A.) is highly preferred.

Duties

- Provide daily administrative support, including scheduling appointments, management of mail and drafting of responsive correspondence as requested, taking telephone messages, filing, updating databases, making travel arrangements, preparing for meetings including ordering food when necessary, proofreading, maintaining rosters and mailing lists, and sending notices and materials for meetings. Occasional attendance at early evening or early morning meetings is required.
- Assist the Stated Clerk with the duties of that office, including with the planning and logistics of four annual Presbytery meetings and other meetings in the purview of that office, and serving as a liaison with individual pastors and congregations and the presbytery. Assist the Stated Clerk with preparation of annual reports to General Assembly and Synod of the Trinity and with disseminating information from those bodies. Coordinate and assist congregations with annual statistical reporting.

Relationships

The Administrative Assistant is supervised by the Stated Clerk. The Administrative Assistant is accountable to presbytery through the Personnel Committee and is a colleague in the administrative staff pool.

Terms and Review

The Administrative Assistant is reviewed annually by the Stated Clerk. The position is half-time, 20 hours per week, non-exempt, with flexible scheduling available with prior approval of the Stated Clerk. Some evening, early morning, and weekend work will occasionally be required. Attendance at Executive Committee and Presbytery meetings is required.

To apply, send your resume and references to cnelson@pghpresbytery.org by February 15, 2018.