

**Community Presbyterian Church of Ben Avon  
7501 Church Avenue  
Pittsburgh, PA 15202**

**ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION**

**Reports to:** Head of Staff  
**Status:** Part-Time  
**FLSA:** Non-Exempt

**To apply for this position please email [sfocler6@aol.com](mailto:sfocler6@aol.com). Also, be advised that we do require proof of Covid-19 vaccination before hiring.**

**JOB SUMMARY**

**Essential Functions**

- **Perform the function of Administrative Assistant to the Head of Staff** and other staff including answering phones and e-mails, all word processing, filing, routing correspondence, and maintenance of electronic and printed calendars.
- Ensure that visitors are welcomed and phones are answered.
- Responsible for production of materials through use of computers, folding machine, copiers, and oversee usage and maintenance of church administrative equipment by others.
- Order administrative supplies and maintain an accurate vendor list within the office budget.
- Perform administrative work for the Clerk of Session and other church committees **as directed by the Head of Staff**.
- Set deadlines for receipt of information, prepare and edit documents, including but not limited to: church bulletins, announcements, letters to congregants, annual reports, weekly news blogs, and monthly newsletters.
- Maintain door access including video monitoring and key fob records.
- Maintain database of member information including addresses and e-mail, interests, etc.

- Perform bookkeeping functions for the church such as balancing checking account, processing monthly payroll, preparing year-end tax statements (such as W-2, etc.), entering invoices, preparing checks for treasurer's signature, while maintaining a high degree of confidentiality
- Prepare financial reports as requested by Committee Chairs, Treasurer or Head of Staff
- Other duties as may be assigned by Head of Staff.

### **Other Responsibilities**

- Participates in staff meetings

### **Minimum Qualifications**

- High school diploma or GED required.
- Minimum of five years administrative experience including production of printed materials using word processing and desktop publishing software.
- Minimum of two years of bookkeeping background including payroll experience essential.
- Excellent written, oral, and organizational skills
- Act 33/34 Clearances and FBI Fingerprinting
- Knowledge of church governance and protocol extremely helpful.
- Ability to express faith in the love of God, the grace of Jesus Christ, and the presence of the Holy Spirit

### **Core Competencies**

- **Interpersonal Skills:** Relates well with others. Demonstrates the skill of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in the spirit of love. Engages people positively, with a demeanor of optimism and grace.
- **Flexibility:** Accepts challenges of ministry with flexibility and humor. Able to creatively think outside the box to solve problems, resolve conflict, and keep the peace.
- **Mission ownership:** Demonstrates understanding and full support of the mission, calling, invitation, and beliefs of CPCBA.