

Administrative Assistant Position Description

East Union Presbyterian Church
292 East Union Road
Cheswick PA 15024
724 265 1381

Job Details

\$17.00 an hour

Job Type

Part-time (25-30 hours per week)

Benefits

Paid time off - All national holidays – Payroll deduction option (403B savings plan)

Full Job Description

Company Overview

East Union Church, founded in 1850, is a Presbyterian church rooted in rich history. Directly serving a congregation of approximately 250 people, the church also serves people within the West Deer and surrounding communities. The large church campus includes multiple buildings: The East Union Community Center, a full-size gym with attached industrial kitchen, a sanctuary/Christian Education complex, a detached Administration Building, the West Deer Food Bank, a playground, a ball field, a pavilion and the Deer Lakes Nursery School.

East Union is committed to addressing hunger, homelessness, and the needs of families and children, as well as providing space for various community organizations to meet and thrive.

East Union will provide a friendly and welcoming work environment for the qualified candidate.

Job Summary

Administrative Duties include:

- Working in the Administrative Office of East Union Church, acting as liaison between the church and members of the congregation and people within the community
- Answering the phone and assisting visitors

- Updating the outdoor sign, maintaining church calendar, composing and updating weekly bulletin and scheduling building usage
- Coordinating outreach emails for worship services, as well as various church programs
- Purchasing supplies
- Maintaining/retrieving information for the Pastor(s), church officers and committees
- Handling all information received in a confidential manner
- Being responsible for contacting guest preachers and liturgists when needed
- Working closely with our church webmaster to update the church website
- Managing financial records, including recording weekly offerings and reporting quarterly for contributors
- Preparing financial statistics, including an annual audit report
- Performing other miscellaneous duties when necessary

Requirements

- High school graduate or equivalent
- Valid PA driver's license
- Proficiency in computer applications including, Excel, Word, Publisher, PowerPoint, etc.
- All required clearances (Child Abuse and Criminal) as required by PA state law

Please submit resume to:

Gail Stotlemyer, Chair of Personnel Committee

East Union Presbyterian Church

gstotlemyer@gmail.com