

Heritage Presbyterian Church
Administrative Assistant Job Posting

Heritage United Presbyterian Church is a church within the Pittsburgh Presbytery. It is a small, diverse, suburban congregation committed to preaching the Word of God and spreading the Good News to the surrounding community through worship, small group discipleship, and outreach programs.

OUR MISSION: To know Christ and make Him known.

POSITION SCOPE: "The Church Secretary must possess a deep, abiding and growing faith in Jesus Christ as Lord and Savior with an expressed desire to support the Heritage mission..." *To Know Christ and Make Him Known.*"

HOURS: 15 hours per week. Office hours will be scheduled by agreement with Session. Set hours will be required to be in the office, but some work can be done remotely.

QUALIFICATIONS: • Competency with Microsoft Office (Word, Excel, Publisher), Google Docs, Internet, and email • Well-developed organizational skills; attention to detail • Self-starter, problem solver, and ability to work independently • A gracious and welcoming spirit • Experience with webpage management, Google Calendar, Canva or willingness to learn a plus • Pa Child Abuse History Clearance and Pa State Police Criminal History Clearance are required.

RESPONSIBILITIES: • Office management: answering phones; ordering supplies; sorting; communicating with janitor about upcoming events • Prepare weekly and special services bulletins • Notify Sunday volunteers for Sunday School, collection counters, worship volunteers • Update church calendar • Schedule and process Fellowship Hall rentals • Maintain church Google groups and membership directory • Gather committee reports for monthly and annual Session meetings • Use of Servant Keeper Membership Manager software • Additional tasks as determined by Session

ACCOUNTABILITY: The Administrative Assistant will need to be able to affirm the church's mission statement and be able to conduct themselves in a manner that reflects positively on the Christian faith. As with any office position, discretion and holding personal information in confidence is required. The Administrative Assistant is accountable to the Pastor, as head of staff, and to the Session through the Stewardship, Administration and Finance Team.

EVALUATION: The Administrative Assistant will meet regularly with the Pastor. Continued employment will include an annual performance and compensation review conducted by the Pastor with the help of the Stewardship, Administration and Finance Team.

COMPENSATION: Based on experience. If interested in applying, please email a cover letter and resume to Head of the Stewardship, Administration and Finance Team, John Cibula: Cibtown@gmail.com.

Or mail a cover letter and resume to: Heritage Presbyterian Church 2262 Rochester Rd. Pittsburgh, PA 15237