

# Administrative Assistant

Cross Roads Presbyterian Church is seeking an Administrative Assistant who is organized, hardworking, and enthusiastic about joining our staff in ministry to the Monroeville Community. The position is 20 hours per week and requires presence in the church office. Interested parties should send a resume to [personnelcrossroads@gmail.com](mailto:personnelcrossroads@gmail.com); the deadline for applications is March 8. Thank you.

Cross Roads Presbyterian Church

2310 Haymaker Rd, Monroeville, PA 15146

[www.crossroadspresbyterian.com](http://www.crossroadspresbyterian.com)

**Title: Administrative Assistant**

**Status:** 20 hours per week. Requires presence in church office during the week.

**Purpose:** The Administrative Assistant performs duties related to internal and external communications and office operations at Cross Roads Presbyterian Church.

**Accountability:** The Administrative Assistant is a member of the professional staff of Cross Roads Presbyterian Church of which the Moderator of Session (Pastor) is recognized as the head. Overall direction shall be the responsibility of the Personnel Ministry Team. Day to day oversight is the responsibility of the Pastor.

**Responsibilities:** Primary Responsibilities are as follows:

1. Oversee the communications to the congregation members and to the community, including print and electronic newsletters and emails.
  - a. Support volunteers in communications on website and social media platforms.
  - b. Answers telephone when in the office.
  - c. Publishes a weekly bulletin by Friday of each week, including any inserts and announcements, plus special services, funerals, and weddings (as requested).
  - d. Designs and distributes a variety of communiques to church members including, but not limited to: weekly e-pistle message; monthly newsletter (available in print and electronically); updates to the electronic sign; and other communications including important messages, special events or programs.
  - e. Publishes annual report.
  - f. Supports volunteers in the maintenance of accurate church records for members of the congregation.
  - g. Maintain office equipment
  - h. Coordinate with staff regarding our building security protocol
  - i. Other general office duties as assigned.
2. Maintains the centralized calendar for the congregation
  - a. Receives and publishes requests for building usage by committees.
  - b. Attends calendar meetings twice a year.
  - c. Communicates with committees, individuals, and outside groups who are using the building.

**Qualifications/Requirements:**

1. Associate Degree or higher and/or demonstrated equivalent education and work experience in communication and word processing functions.
2. Excellent organizational project management skills, with strong attention to detail and the ability to manage multiple priorities. Demonstrated skill in writing, editing, and publishing. Advanced working knowledge of Microsoft Office.
3. Must submit to and pass a Criminal Background Check, PA Child Abuse Clearance, and FBI Fingerprint Clearance.