

Job Description
Administrative Assistant for Pastors
04/09/2024

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| Job title: Administrative Assistant for the Senior Pastor, Associate Pastor for Mission Ministries, and the Associate Pastor for Educational Ministries. | |
| Department: Program | |
| Work Location: On site - East Liberty Presbyterian Church, 116 S. Highland Avenue, Pittsburgh, PA 15206 | |
| Pay Grade: \$34,060 - \$46,300 | |
| Reports to: Acting Co-Pastors (Associate Pastor for Mission Ministries and the Associate Pastor for Educational Ministries.) | |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time 30 hours/week | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt |
| Essential Functions and Responsibilities: <ul style="list-style-type: none"> ● Facilitate and support the administrative function of the Pastor’s and Associate Pastors’ office, assisting staff members in facilitating the efficiency and effectiveness of church programs ● Support administrative functions for Session and Clerk of Session, Moderator and Board of Deacons, Faith Formation Board (Youth & Young Adults, Christian Education, & Adult Education Committees), the Mission Board (Justice, Peace, Neighbors and Facing Systemic Racism Committees), Membership and Outreach Committee, Nomination’s Committee, and Finance, Stewardship, Centennial Fund, Human Resources, and Property committees ● Send out reminders of committee meetings to members serving on assigned committees ● Receive and screen incoming calls, taking clear messages and returning calls representing the Pastor and the Associate Pastors while holding information in strict confidentiality ● Support Pastors in the coordination of baptisms – send info document to parents and prepare baptism liturgy and baptism certificate ● Format sermons and print out sermons for in-house display, prepare correspondence & mailing when directed by Pastor and Associate Pastors, and maintain up-to-date and well-organized files ● Arrange for appropriate facilities and sites for conferences, retreats, and off-campus events for staff and Session ● Assist Pastors with scheduling appointments, appearances, meetings and speaking engagements upon request ● Order non-equipment administrative supplies as needed for general church operations, and as requested by staff ● Obtain clearances for new staff and volunteers and update clearances every 5 years ● Maintain the Prayer List and send out email updates of the Prayer List on a regular basis to Session, Deacons, Staff & Congregants who have requested copies ● Reserve rooms and set-ups for meetings in ACS upon the request from the Pastor and Associate Pastors. ● Maintain church database in ACS, including membership changes and visitor records as well as run related reports for staff, ELPC membership, PC/USA, etc. ● Coordinate travel arrangements for guest speakers/preachers with the Pastor and Associate Pastors ● Coordinate the Annual Report for the Congregational Meeting in February in association with the Administrative Assistant for Worship and Communication | |

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- Prepare Officer Training Packets and support Pastors in coordinating the training, ordination & installation of incoming officers.
- Work with the Clerk of Session in preparing Session materials, minutes, and committee lists, keeping accurate records of the minutes in the Session Book (which is reviewed by the Presbytery once a year),-and send the Director of Administration and Facilities information needed for ACS input
- Cooperate with the Pastor and Associate Pastors by performing any other duties when requested to do so
- Create worship bulletins in the absence of the Administrative Assistant for Worship and Communications
- Coordinate church administrative support with other administrative assistants and other duties as assigned

Position Requirements and Qualifications:

- Basic math, reading, and speaking skills.
- At least one year of experience or related employment.
- Proven administrative and desktop publishing skills.
- Experience in Microsoft Office Suite and database management is necessary.
- Must also submit and clear necessary clearances as required by Child Safety Policy.

Competencies:

- Promoting Equity, Diversity, and Inclusion
- A strong faith and character, personal and professional integrity, and a sincere commitment to building significant relationships with the church and community at large.
- Comfortable working within a progressive congregation of the Presbyterian Church (U.S.A.).

Physical Requirements:

- Light work requirement, with regular (more than 2/3 of the time) hearing, fingering keyboards, seeing, sitting, video display terminals, talking
- Frequent (1/3 to 2/3 of the time) reaching, rotating, standing, walking
- Occasional (up to 1/3 of the time) bending/stooping, carrying/lifting, driving.

Evaluation

Regular review of the position description, work objectives and performance will be conducted by the Pastors.

Disclaimers:

As a church community, we strive for racial justice and peace. ELPC expects all of our employees to condemn systemic racism and speak out against any racist practices found in the workplace. Each of us plays a part in this process. This is a zero-tolerance policy and this statement applies to all employees and applicants for employment and contractors.

To Apply:

Send resume and any other information to JimT@coh.net