Administrative Assistant

The Administrative Assistant is responsible for assisting in the day-to-day administrative operations of the church with primary tasks including development and maintenance of membership records; production of worship and other materials; secretarial support of Pastor(s) and the Church Administrator; receptionist tasks and acting as a liaison to church members on all non-financial related matters. This is a part-time position. The Administrative Assistant will ensure the efficient functioning of daily church operations by responding to inquiries, and working collegially with staff, volunteers, church members, and the community consistent with the values of the church and the effective administration of church activities.

Membership Support

- Collect worship visitor log weekly and share visitor information with Pastors and other relevant volunteers and/or committees and maintain worship attendance records
- Publish bulletin and announcements for worship services
- Draft weekly worship script
- Assist staff and congregation in various administrative and communications tasks related to the ministries of the church.

Communications Coordination

- Attend Monthly Zoom Communications Committee meetings
- Support the Communications Committee
- Creating and sending weekly congregational emails
- Assist with keeping church website up-to-date
- Create content for church Facebook page and other social media
- Communicating with Senior Network of North Baltimore and Preschool about church events (flyers, emails, etc.)
- Assist with the production of church marketing materials (brochures and handouts)

General administration

- Attend staff and program staff/worship planning meetings
- Assist visitors to the church
- Answer phones and direct calls
- Receive and distribute mail and deliveries as needed
- Assist Church Administrator in maintaining the church calendar and coordinate building use among Church use, Preschool, Senior Network and private bookings
- Coordination and liaison with Rental Manager as needed

Facilities

- The Administrative Assistant should have a general awareness of facilities and responsibilities of the Church Administrator position, and be trained in such, so they can

assist and help on an as-needed basis (i.e. assisting with building access for contractors, relaying information to Church Administrator and/or Sexton).

Minimum Qualifications

- HS/GED required. Associate or Bachelor's Degree in related field preferred.
- Minimum of three years related administrative preferred
- Strong computer skills including familiarity with MS Office, Google Drive, Canva.com or similar, and Wordpress.
- Must be detail oriented

Special requirements

- Availability for regularly occurring evening meetings.
- Ability to work well with a variety of people
- A positive attitude
- Appropriate handling of confidential information.

Wage and Hours

16 to 20 hours per week/$15 per hour. Some flexibility will be considered.

Govans Presbyterian Church reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

To apply please email your cover letter and resume to wilson@govanspres.org.