

Administrative Assistant Job Description

Maryland Presbyterian Church

Ministry Summary:

The primary role of the Administrative Assistant is to provide support and assistance to the Pastor and leadership of the congregation, including accounting and public communication.

Ministry responsibilities:

A. Administration of church office

- a. Coordinate, create and distribute all needed worship bulletins and materials with the Pastor, Music ministry team, ASL interpreters and worship participants.
- b. Maintain the church calendar and oversee all space use rentals, co-ordinating janitorial services, answering questions, and responding to inquiries about the space. Maintain a smooth working relationship with our resident montessori school. Serve as the point of contact for weddings, provide assistance to the pastor for coordinating funerals, and assisting with the organizing of community events such as holiday celebrations, coordinating transportation to protests, etc.
- c. Create and implement a communication strategy with the Pastor to advertise events to the congregation and wider community through direct mailings, Facebook, and e-mail. Maintain, update, redesign, and resolve any issues related to our website.
- d. Maintain mailing lists, databases for various groups in the congregation, membership records and appropriate paper files, and be proficient in running reports as needed, including annual reports, directories and other materials as needed.
- e. Prepare and mail all correspondence, sort and distribute mail.
- f. Order and control supplies for office maintenance. Maintain copier and other office equipment and obtain service when needed. When requested, order supplies, books and other materials needed in the ministry of this church. Oversee and coordinate the issuing and returning of keys.

- g. Serve as the initial point of contact for emergency or vital maintenance as needed, and co-ordinate regularly with the MPC Property Committee.
- h. Perform all duties in accordance with the Session Policy manual. With the Clerk of Session, maintain an electronic and hard copy of the manual.
- i. Provide administrative assistance to the church treasurers, run payroll and paying contractors, and assist with quarterly and annual tax documents.
- j. Assist the Memorial Garden Team with record keeping and Administration.
- k. Other duties as assigned.

B. Reception and Support

- a. Inform pastor of prayer requests that are received in the church office, by phone, email or in person. Coordinate pastoral care visits as needed.
- b. Assist with visitor follow-up, and hospitality to those who are interacting with MPC for the first time.
- c. Maintain the welcome and COVID sign-in Station in the Narthex and maintain current information on the church bulletin board. Sort and discard old, out of date information.
- d. Design and send a midweek email, and digital bulletin each week, along with special announcements.
- e. Ensure that safety inspections are completed, including boiler inspections every 2 years and annual BFPF fire extinguishers. Monitor and restock first aid kits as needed.

C. Financial Support

- a. Collect and print checks for all approved bills and contact the appropriate party to fill out a purchasing form so that a bill can be processed.
- b. Mail all bills in a timely fashion so that late fees are not incurred.
- c. Maintain Deposit and Fund Report files.
- d. Write checks for bi-monthly payroll and distribute/file once signed.
- e. Write checks for quarterly payments including, but not limited to, the state of Maryland, Presbytery Mission and General Presbytery.
- f. Complete all paperwork related to payroll processing, including Federal Withholding Tax forms.

Ministry Accountability: The Administrative Assistant is supervised and accountable to the Pastor.

Qualifications: The Administrative Assistant should:

- a. At a minimum, have a high school diploma or GED.
- b. Have proficiency with the Microsoft Office Suite Programs (Word, Excel, PowerPoint, Outlook) and QuickBooks.

- c. Have proficiency with Canva, Facebook, Instagram, Twitter, and Constant Contact.
- d. Update church website.
- e. Have strong organizational skills, ability to multi-task and handle requests from multiple sources. Previous administrative experience is helpful, but not required.
- f. Have effective communication and editorial skills.
- g. Possess a caring attitude, high integrity and the ability to exercise discretion and confidentiality.
- h. Develop a working knowledge of MPC's organizational structure, ministries and protocols.

Time Requirements: This is a part-time, hourly position averaging 22 hours a week, Monday – Friday. Specific schedule to be determined by Pastor and Administrative Assistant. This position requires some in-person office work, but also provides for working at home.

The projected start date is DATE.

There will be a 90 day probationary period from start date. The Administrative Assistant will be required to complete drug and background checks.

Applications will be accepted by mail or email to the addresses below.

Mail to: Maryland Presbyterian Church
1105 Providence Road
Towson, MD 21286

Or email to: MPC@MPCHURCH.ORG