

**Administrative Assistant
Maryland Presbyterian Church**



Ministry Summary:

The Administrative Assistant provides support to the Pastor and lay leadership of the congregation in coordinating the work of the church office, and other duties as assigned. The Administrative Assistant is supervised and accountable to the Pastor.

Ministry responsibilities:

A. Office Management and Communication

- a. Welcome visitors and congregation members as the first point of contact in the church office.
- b. Answer phone messages, emails, and mail correspondence.
- c. Order supplies for office maintenance, and other materials needed for ministry.
- d. Advertise events to the congregation and wider community through direct mailings, social media, and e-mail.
- e. Maintain, update, and resolve any issues related to the website.
- f. Maintain mailing lists, membership records and appropriate files. Be proficient in running reports as needed.
- g. Print checks for all approved bills, and mail in a timely manner.

B. Worship and Special Services

- a. Create and distribute worship bulletins and slides with the Pastor and Music Director.
- b. Communicate with special musicians, preachers, and ASL interpreters.
- c. Serve as the point of contact for weddings and funerals, and assist with the organizing of community events.

C. Facilities Oversight

- a. Coordinate all space use rentals and church facilities use, and respond to inquiries.
- b. Coordinate janitorial services, repair and maintenance, and regular safety inspections.
- c. Communicate building status and needs regularly with the MPC Session.

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. Be able to work with social media outlets and maintain the website.

- d. Have strong organizational skills, ability to multi-task and handle requests from multiple sources. Previous administrative experience is preferred.
- e. Have effective communication and editorial skills.
- f. Possess a caring attitude, high integrity and the ability to exercise discretion and confidentiality.

Time Requirements

This is a part-time, hourly position averaging 20 hours a week. Specific schedule to be determined by Pastor and Administrative Assistant.

Starting Salary

Pay is commensurate with experience; starting salary is between \$15-21/hour. There will be a 90 day probationary period from start date. The Administrative Assistant will be required to complete a background check.

Applications due Aug 19, 2022.

Please send a resume, cover letter, and three professional references to apply.

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

Or email: mpc@mpchurch.org