

SAXONBURG MEMORIAL PRESBYTERIAN CHURCH

100 W. Main St.

Saxonburg, PA 16055

(724) 352-2888

JOB TITLE: ADMINISTRATIVE ASSISTANT, PART-TIME (SHARED)

9:00 a.m. to 1:00 p.m. 12 Hours a Week

REPORTS TO: Pastor

POSITION SUMMARY:

Provide essential clerical, organizational, and communication support to the pastoral staff, ministries, and congregation. Responsibilities include managing office operations, preparing weekly bulletins, updating church databases, maintaining the master calendar, and providing a welcoming point of contact.

DUTIES & RESPONSIBILITIES

Office Operations:

Greet visitors, answer phones, process mail, and order office supplies.

Communications:

Prepare, print, and distribute weekly worship bulletins, newsletters, and special announcements via social media and email.

Design and maintain website, with assistance from office staff.

Develop and maintain social media presence, with focus on Facebook as SMPC's main platform.

Oversee creation and editing of quarterly and monthly email newsletters.

Help to direct and effect periodic advertisements, both generally for the church at large and specifically for unique events.

Administration and Records:

Maintain accurate membership records, attendance data, records of ordinances (baptisms, funerals, weddings).

Maintain required Clearances for staff/volunteers.

Scheduling and Coordination:

Manage the church calendar for meetings, weddings, and building usage by all groups.

Staff Support:

Provide administrative assistance to the pastor and other staff members as needed.

EDUCATION & EXPERIENCE:

The individual should have a faith-based background and understand the mission and values of our church. Strong written and verbal communication skills and attention to detail required including proofreading skills. Previous administrative assistant experience is required. The individual should be self-motivated, organized, able to multi-task, understand the need for confidentiality and able to provide a friendly and welcoming environment. A high school diploma or equivalent is required. Additional training and experience in office administration and church management software would be helpful.

SKILLS:

High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher), and Acrobat Pro. Familiarity with office equipment and ability to learn church management software (Shepherd's Staff).

Please Provide Two References