

**Mt. Washington Presbyterian Church**

# **Administrative Assistant**

## **Position Overview**

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The Administrative Assistant provides administrative support for the Congregational Care, Deacons, and the Children, Youth, and Family Ministry Teams, as well as the Director of Operations and General administrative support to the Program Staff. This position is often the public's first contact with Mt. Washington Presbyterian Church.

This position is 40 hours a week and is non-exempt.  
Qualifies for PTO, 403b, and medical.

## **Reporting Relationships:**

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Reports to the Director of Operations, with daily direction from the Director of Children, Youth, and Family, the Head of Staff, and the Director of Operations

## **Knowledge, Skills, and Qualifications:**

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- A. Faith Background
  - 1. Possesses and practices a strong Christian faith
  - 2. Committed to the values, mission, and worship of Mt. Washington Presbyterian Church
  
- B. Work Style and Shared Values
  - 1. Demonstrates ability to work collaboratively with the Pastors, Staff, Elders, Lay Leaders, and Volunteers
  - 2. Possesses strong interpersonal skills to work sensitively, compassionately, and effectively
  - 3. Demonstrates ability to maintain confidentiality and healthy boundaries
  - 4. Eagerness to learn and adapt to emerging technologies
  - 5. Demonstrates willingness to be cross-trained as an office generalist but possesses passion and creativity in making specific job responsibilities more efficient and "customer service" oriented
  
- C. Administrative
  - 1. Possesses advanced solid technical skills, with fluency in Microsoft Office (Word, Excel, Publisher), Adobe, and web-based software
  - 2. Possesses intuitive organizational and administrative skills
  - 3. Demonstrates ability to juggle multiple projects at one time
  - 4. Demonstrates attention to detail and application of those details across various platforms and ministries

## **Primary Responsibilities**

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- A. Congregational Care and Deacon Ministry Team
  - 1. Coordinates all details for our bereavement ministry, including death notifications to the congregation, coordinating details for funerals and memorial services, distributing bereavement books, and tracking people for All Saint's Day recognition.

2. Assists the ministry team and Deacons with roster updates, meeting notifications, room setup, etc.
  3. Coordinate Connection Team participants with deacons.
- B. Children, Youth, and Family Ministry Team
1. Maintain all volunteer records, including background checks
  2. Maintain records for Sunday School and Youth Groups, including rosters for teachers, families, and children
  3. Maintain the CYF events calendar, including room reservations and set up
  4. Coordinate marketing for all CYF events
  5. Coordinate plant sale details
  6. Provide administrative support for VBS or other major CYF programs
- C. Director of Operations Support
1. Update the master whiteboard calendar
  2. Update and maintain the phone system
  3. Assist with management/administration of projects
  4. Facilitate internal staff communication and details for staff-wide events
- D. General Administrative Support
1. Answer phones and greet visitors
  2. Assist with counting offering and deposit
  3. Sort and distribute mail
  4. Facilitate church-wide mailings, including stewardship, year-end giving, etc.
  5. Keep print room and supply closet organized and order supplies as needed.

### **Review Process**

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The Administrative Assistant is reviewed annually by the Director of Operations

Revised 09/19/22