

Position Description – Administrative Assistant

Mountain View Presbyterian Church – Loveland, CO

March 2025

This document supersedes all prior job descriptions for this position.

POSITION NAME: Administrative Assistant

ROLE: The part-time Administrative Assistant, hereafter simply called the assistant, is responsible for the general office work of the church. The assistant monitors and manages the day-to-day activities which arise in the life of the church and ensures that the office operates productively and efficiently. The assistant strives to create an inviting and welcoming atmosphere and therefore must be able to work with pastors, staff, visitors, and the congregation in an efficient, positive manner.

SALARY AND BENEFITS: This is a part-time hourly position. Compensation will be established in the offer letter, and thereafter, the Personnel, Planning and Coordination Committee (PP&C) will review the compensation on a regular basis and if appropriate, may recommend an increase.

Vacation time: As per MVPC vacation policy.

Estimated time requirement: 20 hours per week, Monday through Thursday 9:00-2:00.

WORKING RELATIONSHIPS: The assistant will work with all members of the church staff, and should be familiar with the session committees, Board of Deacons and other church committees. The incumbent will strive for a positive interface with church members, committees, and related groups.

REPORTING: This position reports to the Office Administrator (Finance).

SKILLS AND TRAITS REQUIRED FOR THIS POSITION: This position requires a high school diploma, and additional college work would be preferred. The assistant should have at least one year of secretarial and administrative or managerial experience. The assistant must display good writing skills, defined as above average knowledge of spelling and grammar and the ability to edit, proofread and format written material. Familiarity with office equipment, especially computers, is mandatory.

Specific necessary abilities include computer experience with word processing, such as Publisher, Excel, Power Point, Microsoft Office or their successor programs, plus the ability to learn church management software, if not already known. The flexibility to perform other duties, as may arise in a situation with limited staff, is required. The assistant must be able to maintain confidentiality, be well organized, prioritize, and demonstrate trustworthiness. The assistant must be able to be bonded.

ADMINISTRATIVE AND POSITIONAL RESPONSIBILITIES: It is desirable that the assistant be a church member and to attend services on a regular basis. By doing so, he/she will be more in touch with the life, activities and patterns of the church.

- o To maintain the TLC, ensuring it is emailed daily or as needed during the work week and printed once weekly.
- o To operate and maintain all the church's office equipment, manage inventory, and order office supplies.
- o To maintain the membership database, all mailing lists, mailing labels, church directories and other church member information, (such as that of family members, births, deaths, new members, etc.) and lists of church activity codes. Keep current all membership permanent records.
- o To maintain the church's permanent Columbarium book and related inside wall plaques of members who have passed away.
- o To schedule, direct and monitor the church's receptionist and other volunteers, including determining the need for and type of necessary training.
- o To record the weekly attendance on PowerChurch and work with the deacons and Connections Coordinator on required reports.
- o To prepare monthly session packs and manage and keep current session permanent records.
- o To prepare the monthly deacon packets and related Change Report.
- o To work with Presbyterian Women on all administrative functions needed, ie: PW Yearbook
- o Record answering machine system messages as needed for service times, special activities, office hours, changes in personnel, etc.
- o People interface: respond to phone calls and personal requests and needs as needed.
- o To support the pastors and all office staff.
- o To perform other tasks and assignments as required.
- o EVALUATION: Performance reviews will be conducted annually by the employee's supervisor and representative(s) of the PP&C.