

**THE NATIONAL PRESBYTERIAN CHURCH
GROW MINISTRIES ADMINISTRATIVE ASSISTANT**

POSITION DESCRIPTION

The Administrative Assistant for Grow Ministries is a full-time non-exempt position (40 hours/week) reporting to and supervised by the Associate Pastor for Discipleship and Christian Formation. The employee is ordinarily expected to work Sunday through Thursday, with Friday and Saturday off. Weekday hours begin no later than 9:00 a.m., with thirty minutes for lunch. Sunday hours begin earlier and may be shorter. The employee is expected to attend and assist with programs outside of weekday office hours four to six times/year (i.e. occasional conferences and workshops, usually held on a Saturday; occasional evening meetings).

This position is primarily responsible for providing administrative support to the staff and leaders of Grow Ministries (including the Associate Pastor for Discipleship, the Director of Children's Ministries and the Director of Youth Ministries). This employee will also provide supplementary program support to Grow Ministries in areas such as Nursery, Children's, Youth, Family, Small Groups, and Adult Nurture.

ESSENTIAL FUNCTIONS

The guiding principle for this position is to facilitate the implementation of NPC's Strategic Plan (2014) as it pertains to the ministries carried out by the Grow Ministries staff and volunteers. This includes the following, with specific priorities to be determined in conjunction with the supervisor:

- A. **Administrative, secretarial and clerical support** to the Associate Pastor for Discipleship and Christian Formation, the Director of Children's Ministries, and the Director of Youth Ministries.
- B. **Coordination of programs and activities**, assisting Grow staff, committees and volunteer leaders (e.g., Young Professionals, Small Groups, Family Ministries, Adult Nurture, Children's, Youth, Men's, and Women's).
- C. **Program Implementation**, assisting in the scheduling, administrative tasks, and logistical support of :
 1. **Children's, Youth & Family Ministries:** programs and activities may include but are not limited to *Baptisms, Vacation Bible School, Nursery, Sunday School, confirmation, weekend retreats, mission trips, annual events and programs based on the Christian liturgical calendar (e.g., Advent, Christmas, Lent, Palm Sunday, and Easter).*
 2. **Adult Ministries:** programs and activities may include but are not limited to *Sunday Adult Nurture Classes, Small Groups/Bible Studies, Older Adult Ministries, Summer Sunday School, Prepare for Marriage workshops, and all-church conferences and events, University and Young Professional Groups, Men's and Women's Ministries, and Older Adult Ministry (e.g., Adult Fellowship Luncheon). Specific additional events on evenings or weekends might include the all church conference, guest lectures, and the Prepare for Marriage Class.*

MAJOR DUTIES

- A. **Correspondence:** Process and maintain correspondence, including bringing up priority matters to the Grow Ministries staff.
- B. **Filing:** Maintain both paper and computer files and records, as requested by the Associate Pastor for Discipleship, Director of Youth Ministries, and Director of Children's Ministries. In collaboration with the Director of Library and Archives, provide archival copies of all brochures, flyers and other information distributed to constituencies of National Presbyterian Church.
- C. **Event Planning and Processes:** Reserve rooms, arrange catering, set up conference calls, plan conferences and events and other "advance work." Work closely with the Operations Manager regarding scheduled events to confirm setups and all related logistical details. Schedule events in the Church's scheduling software (*Church Community Builder*) as requested by staff members and leaders in Grow Ministries.

- D. **Data Entry and Analysis:** Enter data and run reports from the Church's data management system (*Church Community Builder*) as requested.
- E. **Financial:** Process financial transactions such as check requests for guest speakers, reimbursements for purchases by Grow Ministries staff, deposits of incoming monies (donations or registration fees). Maintain records of all such transactions for support and accountability to annual budget.
- F. **Receptionist:** Manage telephone calls for the Associate Pastor for Discipleship and Christian Formation, and the main switchboard as part of the administrative team when needed.
- G. **Wedding Administration.** Provide administrative and relational coordination of onsite weddings (e.g., inquiries, applications, fee collection, scheduling, submitting wedding licenses, and coordination between pastors, wedding coordinators, flower arrangers, etc).

CORE COMPETENCIES

- A. **Strong Interpersonal Skills:** Genuine affinity for people of all ages with an emphasis on a service-oriented attitude and professional presentation. This includes a warm, cheerful, welcoming manner befitting the grace and Christian hospitality we wish to show our members, guests and fellow staff.
- B. **Clerical:** Knowledge and competency in customary secretarial, receptionist and administrative assistant functions, with strong attention to detail. This includes the following abilities: drafting letters, notes, documents, reports, and correspondence using appropriate grammar and punctuation; management of our membership database software (*Church Community Builder*); filing, photocopying, and assembling documents as requested (primarily by the Associate Pastor for Discipleship, and as appropriate by the Director of Youth Ministries, the Director of Children's Ministries).
- C. **Multitasking:** Ability to work creatively, flexibly, cooperatively and collegially with staff, parishioners, and the general public; maintain order while managing multiple tasks simultaneously; and effectively manage deadlines---all in a sometimes-unpredictable system and a highly fluid team culture.
- D. **Responsibility:** Ability to work independently, with minimal supervision. Consistent punctuality and reliability on Sunday mornings and at special events and occasions is essential; provision must be made for Sunday coverage of responsibilities when absent.
- E. **Social Media/Technology:** Basic familiarity with social media programs and current technology, video-editing software, CCLI or other copyright licensing programs, etc. is desirable.

QUALIFICATIONS

- A. Bachelor's degree (B.A.) from a four-year college or university is preferred.
- B. Commitment to the Christian mission of this congregation and a comfortable familiarity with our context as reflected through the Church's *Biblical Standards for Christian Leaders*.
- C. Ability to read, write and speak well in English.
- D. Knowledge of personal computers, competency in word processing software programs and the ability and willingness to learn Church-related database software well.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee is required daily to climb stairs and to reach with hands and arms and stoop, kneel, or crouch. The employee is required daily to carry documents or items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 15 pounds.