

OFFICE ADMINISTRATIVE ASSISTANT

PURPOSE OF POSITION: To provide administrative and clerical support of the ongoing church business for WPC's pastor, staff and congregation.

DUTIES:

1. Receipt and generation of written and electronic communication as required
2. Develop and maintain electronic and paper records
3. Ongoing maintenance of the church calendar including events and staff work schedules
4. Maintain office materials inventory
5. Schedule office equipment maintenance
6. Schedule and control office visitation , including congregation, guests, and vendors
7. Develop and execute all general communication with congregation and public.

Qualification: The successful applicant should have:

1. 2-5 years satisfactory experience in a similar position:
2. Demonstrated proficiency in the application of MS Office and a publishing program similar to MS Publisher.
3. Demonstrated excellent communications skills, both verbal and written;
4. Ability to use and interact with social media platforms
5. Physical ability to navigate multi-level stairs;
6. Ability to multi-task.

The successful candidate must satisfactorily complete a probationary period of 60 days. Benefits will begin with the satisfactory completion of the probationary period.

Reports to:

Direct report to the Pastor; others as designated by the pastor (specific tasks)
Functional report to the Personnel Committee.

Terms: The position is a full-time, regular employee as defined for this position. The work schedule is based on a 35 hr. weekly schedule and covering the "open hours" as communicated to church members and the public. Remaining hours of work to be mutually agreed upon by the Pastor and the employee. Benefits such as holidays, vacation time, hospitalization, etc., are covered by WPC Personnel Policy and PCUSA.

