

Hartsville Presbyterian Church

Administrative Assistant
Job Announcement & Description
February 2019

General Description:

Hartsville Presbyterian Church (PCA) is seeking an Administrative Assistant who will assist the church leadership in coordinating ministry and church life activities. The Assistant will help ensure that the moving parts of church life run smoothly and efficiently, especially regarding planning, scheduling, and communication.

Responsibilities (not necessarily listed in order of priority):

1. Answer the phone and greet office visitors
2. Maintain computer records of members
3. Coordinate and maintain the church calendar
4. Update the weekly bulletins from a template, print, and fold
5. Proofread and print announcements and other bulletin inserts
6. Update website announcements via user-friendly templates
7. File church documents as needed
8. Perform miscellaneous common office tasks as needed (for example, ordering office supplies)
9. Coordinate communications among church leaders and members

Qualifications:

1. Have a profession of faith in Jesus Christ
2. Show a commitment to love and serve Christ through this labor in his church
3. Possess excellent interpersonal and communication skills
4. Demonstrate dependability and a strong work ethic
5. Maintain a professional, business-casual appearance
6. Have a working knowledge of Microsoft Office Suite Software, especially Excel, Office, and Outlook.
7. Demonstrate basic page-layout and proofreading skills
8. Have the ability to update a website via a user-friendly content management system

Additional preferred qualifications (not required):

1. Have desktop publishing skills and some basic graphic design abilities
2. Have previous experience in a similar position
3. Be familiar with REALM, the online church information management system
4. Be familiar with the PCA's organization and church government

Work Schedule:

The position is presently structured as part-time requiring approximately 16 hours per week. There is some flexibility of schedule; however, regular in-office hours will be required.

Compensation:

Wages based on qualifications and experience.

Contact Information:

If you are interested in this position, please send your resume and any other information that you would like to provide to:

Search Committee
Hartsville Presbyterian Church (PCA)
961 Russell Road
Hartsville, SC 29550

Or email: John Ropp at address jropp97@gmail.com