

Administrative Assistant Church Office
Alpharetta Presbyterian Church, Alpharetta Georgia
(This can be a job share position)

Hours and Duration:

This is a 35 hour per week position with a daily 30 minute (unpaid) lunch break. The job can be split into a part-time job-share position with about 15 hours per week each.

Supervision:

This position is supervised by, and reports to, the Office/Finance Manager.

Responsibilities:

First point of contact for members and visitors: Ensure that all visitors are welcomed and incoming calls and emails are answered in a timely and courteous manner.

Accurately maintain the church's membership rolls and worship attendance via database (Realm). Ensure that important church records are maintained in an orderly (and confidential as appropriate) fashion (member records, policies, church processes, etc.). Annual reporting to Presbytery.

Draft correspondences, weekly order of worship and announcements and other formal documents (such as memorial services and holy days.), Assist with policy updates, handle church mailings (incoming and outgoing.)

Maintain the church's facility use calendar via Google Calendar and perform background checks for outside groups and staff as needed.

Provide administrative support to the pastors, communications and finance offices. Attend bi-weekly church staff meetings.

See that appropriate office supplies are ordered for the staff. Maintain the APC workroom's supplies and machines (postage, folding, copier, etc.).

Ensure the preparation of the sanctuary for worship and funeral/wedding services. Order worship supplies (candle oil, gift bibles, etc.).

Maintain and expand quality assurance, develop and implement organized filing systems. Oversight of yearly, internal processes.

Assist with technology updates. Other duties as assigned.

Characteristics and Qualifications:

1. A person who is dependable, thorough and friendly and will exhibit a positive attitude, personal warmth, and professionalism with organizational skills and an understanding of the importance of confidentiality.
2. A degree from an accredited college or university is preferred. Editing/writing skills and computer competence (Word, Publisher, Microsoft Outlook) are essential.
3. Successful completion of a criminal records/child abuse background check is required.