



Written 1/09  
(Rev.1 3/09)

## MT PLEASANT PRESBYTERIAN CHURCH

### POSITION DESCRIPTION

**POSITION TITLE:** Administrative Assistant

**COMPENSATION STATUS:** Part time non-exempt

**PURPOSE:** Provide assistance to all staff members of the church and daycare as needed and able.

**QUALIFICATIONS:** Knowledge of computer basics to enter miscellaneous data. Capable of performing various office functions such typing, filing, making copies, and other administrative duties as needed.

#### **RESPONSIBILITIES:**

- Attend staff meetings
- Assist Treasurer in counting church money each Monday morning
- Copy/cut pew cards and place in Custodian's box
- Enter updates to the church prayer list
- Copy and stock all church brochures; update boards in entry
- Maintain visitor's informational packets
- Assist in preparation of church bulletins and prepare inserts
- Notify greeters
- Coordinate church volunteers
- Answer phones/take messages
- Publish liturgical rotations
- Enter data for Sunday Service Report
- Print out weekly "Who List"
- Support day care staff by maintaining redbooks, pink attendance sheets, and covering breaks as needed
- Maintain a good working relationship with all bodies within the church

**ACCOUNTABILITY:** Accountable to Mt. Pleasant Session through the Personnel Committee. Reports to Head of Staff for day-to-day operations.

**RELATIONSHIPS:** Relates to Mt Pleasant Session, Head of Staff, and all other staff members.

**PERFORMANCE EVALUATION:** Performance reviews will be conducted annually by the Session Personnel Committee and referred to Session. The Session Personnel Committee will annually review the adequacy of compensation.

*Note: Mt Pleasant Church reserves the right to change and/or add duties to this position providing the changes and/or additions are consistent with the job classification.*