

Position Description: Executive Assistant

To Apply: Cover letter and resume mailed to Personnel Ministry Chair, First Presbyterian Church, 220 W. 22nd St., Cheyenne, WY 82009 or emailed to- firstpresbyteri5@qwestoffice.net.

Overall Function and Objectives:

Will oversee the day to day operation of the church building and administrative office. Will perform administrative duties for the Head of Staff and secretarial duties for the pastoral and program staff. Will maintain a professional office at all times, and assist in crisis situations as necessary. Will assume responsibility for administrative decision-making as prescribed by the Head of Staff. Will be the immediate supervisor for the custodial staff. The primary objective is to make the church's ministry successful.

Qualifications:

Meet the public tactfully and courteously, to answer questions in person and by telephone and route inquiries effectively. Must possess communications skills, professional management skills, computer software skills for documents, spreadsheets and the internet, bookkeeping skills and knowledge of budgeting process. Works as a team member with the pastoral staff, church employees, church members and non-members, contractors, vendors and leasers to help ministry be successful. Must be able to train and supervise church members and volunteers in office procedures. Will train and supervise members of the administrative staff in all phases of the church operations including, but not limited to, computer operation, church network issues, and telephone system. Must maintain a high degree of confidentiality.

Accountability:

The Executive Assistant shall be accountable to the Session through the Personnel Ministry. The Executive Assistant is administratively responsible to and under the immediate supervision of the Head of Staff.

Does work only for the Head of Staff, Associate Pastor, Youth Ministry Director, and Children's Ministry Director and refers any other requests for secretarial work to the Head of Staff for consideration.

Salary:

Starting salary is dependent upon experience. Performance and salary shall be reviewed annually by the Head of Staff in conjunction with the Personnel Ministry.

Position Time Requirements:

This is a full time position from 8:00-4:30, Monday – Friday. As a management position 40 hours per week are expected and additional hours as needed. Schedule will be negotiated with the Head of Staff.

Duties, Responsibilities:

Shall include but not be limited to the following:

Oversee the day to day operation of the church building, administrative office and parking lots, Monday-Friday, 8 am until 4:30 pm. Maintain a professional church office.

Be responsible for building security, security of church keys and passcodes, and oversee annual maintenance items of church building as directed by the Head of Staff.

Supervise the church custodians.

Be responsible for the equipment in the church administrative offices including but not limited to, acting as church network administrator and point person for all church databases.

Ensure supplies are available for the administrative office's use including copier.

Perform skilled secretarial work for the pastors and other program staff.

Updates the Church website as directed by Pastoral Staff.

Assist Pastoral staff and relieve pastoral staff of administrative duties when requested and approved by Head of Staff.

Be responsible for production and distribution of church documents including but not limited to, bulletins, newsletters, financial reports, session and deacons' packets.

Assist the bookkeeper with the weekly donations and process weekly offering in bookkeeper's absence.

Receive the public, answers inquiries, answers the telephone, and provides information courteously and efficiently.

Maintain confidentiality and discretion at all times.

Supervise, train, and schedule volunteers to assume duties wherever feasible.

Maintain complete records of weekly worship attendance.

Open "general" office mail and distributes designated mail.

Deal with general emails for office.

Maintain the church's master calendar and resolve conflicts for building use.

Prepare and maintain the administrative budget.

Be responsive to issues and needs that fall outside normal office hours and assume extra workload as needed to support the church.

Performs other duties as assigned.

Skills Required:

Thorough knowledge of following computer programs: Microsoft Word or WordPerfect, Publisher, Excel, and ability to use the internet and email.

Knowledge of modern office procedures, filing methods, and standard office equipment.

Experience required:

A minimum of five years of increasingly responsible secretarial and administrative experience.

Interpersonal Relationship Expectations:

It is expected of each staff member to make every effort to be compatible with all other church staff members in all aspects of their ministry and interpersonal relationships.

If there is a disagreement, it is expected that the persons involved will speak with one another in person and make every effort to resolve the problem in a loving and Christian manner, and in accordance with the teachings of the Christian faith.

If this step does not resolve the issue, it is expected that they will meet with the Head of Staff or a member of the Personnel Ministry to work out a solution.

If further resolution is needed, then the persons involved shall meet with the Personnel Ministry.

It is expected that each member of the staff will have a copy of the personnel policy, will be familiar with it, and will sign the form that a copy has been received.