

# **PART-TIME JOB OPPORTUNITY**

## **Hope Presbyterian Church**

**1100 Enterprise Road  
Mitchellville, MD 20721**

**Position:** Administrative Assistant of Hope Presbyterian Church

### **General Responsibilities:**

The administrative assistant will provide support to the Pastor. Under the direction of the head of staff, the administrative assistant will support the work of the session, committees, and ministries of Hope Presbyterian Church. **Physical presence on site is required.**

**Line of Authority:** The administrative assistant is responsible to the head of staff.

### **Skills:**

- 1. Communication skills: in person, written, and telephone**
2. Computer skills: knowledge and experience with Microsoft Word/Excel/PowerPoint
3. Organizing and maintaining office files and Servant Keeper database
- 4. Interpersonal skills especially in religious setting with diverse immigrant community**
- 5. Cultural competence**

### **Duties and Responsibilities**

- Welcome and assist those who enter the church office.
- Direct and support the flow of information and communication.
  - a. Answer the phone, take, and maintain written messages, pick-up and distribute mail.
  - b. Check email at least twice per day and distribute to appropriate person.
  - c. Maintain a calendar of church activities and update the calendar in the church office monthly. Update the on-line church calendar once a week.
- Prepare and communicate weekly worship bulletins and bulletins for special services.
- **Work well within time constraints and deadlines.**
- **Work independently/self starter.**
- Prepare correspondence as directed: annual report, letters, and special documents.
- Communicate with members to update their information (names, address, phone, email).
- Update church directory in January and June.
- Prepare monthly session packets electronically.
- Assess and purchase supplies and keep track of those expenses.
- Schedule equipment maintenance and keep account of costs by communicating with the church Treasurer.
- Communicate Building and Grounds needs with vendors and Trustees.

**Hours:** Tuesday, Wednesday, and Thursday from 9AM - 3PM

**Salary:** Negotiable      **Personal Leave:** 10 days/year

**Contact:** Hope Presbyterian Church, 1100 Enterprise Road, Mitchellville, MD 20721, Attn: Personnel  
**Phone:** 301-249-7774    **Email:** [personnel@hopepresbyterianchurch.com](mailto:personnel@hopepresbyterianchurch.com)