

Position Description: Church Office Administrative Assistant
Berwyn Presbyterian Church – 6301 Greenbelt Rd, Berwyn Heights, MD 20740

The Church Office Administrative Assistant will provide full secretarial assistance to the Stated Supply Pastor (or Pulpit Supply Pastor if applicable), and limited assistance to other staff members and church volunteers. The church administrative assistant is the first point of contact for staff, congregation members and visitors to the church. The secretary must be dependable, present themselves in a professional manner, and able to respect the confidentiality of the position.

Required Skills:

- Proficient in MS Word, Excel, Power Point and Publisher
- Excellent typing and editing skills
- Web Page Management

Desired Skills:

- Previous work experience in a church setting
- Willingness to learn new programs and procedures as needed
- Familiarity with social media

Duties will include:

- Meet and greet all visitors
- Answer the phone and forward calls as requested. Retrieve and reply to voice messages in a timely manner
- Send and receive email via web based gmail account
- Provide secretarial assistance to the Pastor and other staff as needed
- Type, edit, proofread, print, fold and file the Sunday Worship Bulletin using Word
- Type and send prayer requests to Deacons weekly
- Maintain/update church website weekly
- Schedule and maintain the Building Use Calendar, coordinate with Property volunteer
- Type, edit, proofread, print and file the monthly newsletter, BerwyNews
- Prepare (print, collate, staple) session packets monthly or as requested
- Keep accurate electronic and/or paper files of all church programs
- Prepare and print the Church directory at least annually
- Order Supplies and Educational Materials when requested
- Operate copier and keep workroom/office organized, neat and tidy
- Gather, format, and print annual report of church
- Assist members with church programs, document copying and mailing as needed
- Other duties as assigned by pastor

The Church Office Administrative Assistant reports to the Stated Supply Pastor who will provide supervision, support and direction as needed.

Salary and Benefits

Salary is \$18-\$20/hr, based upon experience.

Hours – Tuesday thru Friday

Up to 10 hours a week off site during covid shut down

Position will revert to onsite, 12 hours a week once church and county guidelines allow.