

The logo of Grace Presbyterian Church, featuring a stylized cross with a central figure, possibly a dove or a similar symbol, in shades of blue and red.

Grace Presbyterian Church
5924 Princess Garden Parkway
Lanham, MD 20706

PART-TIME JOB OPPORTUNITY

Position: Administrative Assistant of Grace Presbyterian Church

The Administrative Assistant will work with the Pastor, Session, Staff and Ministry Groups to carry out the business of the church. The Church Administrative Assistant reports to the Pastor and in the absence of the Pastor, to the Elders in charge of Administration. He/she will be responsible for the following:

Duties and Responsibilities:

A. Overseeing all aspects of the Church office:

- 1) Order and manage supplies for office, building and other ministry needs.
- 2) Support the Pastor and Worship Team with Sunday and event bulletins, as well as other printed materials.
- 3) Prepare annual reports, letters, giving envelopes and statements, and other special documents.
- 4) Receive incoming calls and visitors; check phone messages, return calls, and respond to emails in a timely manner.
- 5) Create and maintain a church filing system for administrative records and maintain a master calendar (paper and electronic) for all church events. Assure there are no scheduling conflicts. Issue reservations forms for events as necessary.
- 6) Keep track of church property that members borrow for use away from the church as authorized by the Trustees.

B. Support the Ministries of Grace:

- 1) Ensure the sanctuary has adequate supplies of visitor cards, pew envelopes and other items.
- 2) Other tasks assigned by the Pastor.
- 3) Provide information as appropriate for Ministry leaders.
- 4) Attend Session meetings as a non-voting member to report on status of all areas of responsibility and to receive direction in those areas.

Qualifications:

- 1) Be a Christian, and in agreement with the mission and goals of Grace Church.
- 2) Be capable and willing to pass a background check to permit work with children.
- 3) Be able to do light cleaning and moving work around the church.

Skills, Knowledge and Attributes

- 1) Proficient in Microsoft Office – Word, Excel, PowerPoint, Publisher.
- 2) Ability to update/maintain a website and a Facebook platform (or ability to learn)
- 3) Skills in operating a variety of office equipment
- 4) Excellent communication skills, ability to proofread, be well-organized and keep up professional standards.
- 5) Knowledge of business office processes, including ability to prepare effective, understandable, and professional documents and correspondences.
- 6) Demonstrates good interpersonal skills and diversity competence in a church setting.

Hours: 20 hours per week, distributed through the week in coordination with the Pastor. Sunday presence required.

Pay rate: \$20 - \$24 per hour.

Personal Leave: 2 weeks paid vacation

CONTACT: Grace Presbyterian Church, 5924 Princess Garden Parkway, Lanham, MD 20706

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N/B: Applications will be accepted through Friday, April 22, 2022