



National Capital Presbytery
6700-A Rockledge Drive, Suite 250
Bethesda, Maryland 20817

COM Administrative Assistant – Position
Part-time 20 hrs/week

National Capital Presbytery, comprised of 102 Presbyterian (USA) churches in the Greater Washington DC region, is committed to service, education, and worship which is missional, pastoral and prophetic, all to the glory of God. The Administrative Assistant works collaboratively with staff and serves as a resource to the Commission/Committee on Ministry as well as the Commission on Preparation for Ministry. The Administrative Assistant will provide administrative and clerical support to:

- a. the Committee on Ministry (COM) and its teams;
- b. the Sexual Misconduct Response Coordinating Team;
- c. the Commission on Preparation for Ministry;
- d. the Presbytery Meetings;
- e. the General Presbyter as needed.

Requirements:

1. Strong organizational skills.
2. Prior experience in an administrative role, preferably supporting committees or boards.
3. Ability to work with volunteers.
4. Attention to detail.
5. A fluency with a wide array of digital platforms.
6. Sensitivity to a church context, decision making structures and spiritual focus.
7. Spiritual maturity and ability to work collaboratively in teams.

This position is primarily remote with 1-2 standing meetings (primarily digital) per month.

To apply: Send cover letter, resume and references to: jobs@thepresbytery.org.

There may be an opportunity to pair this position with a church in our system. If this is of interest, please indicate.

For more information about National Capital Presbytery visit our website,
www.thepresbytery.org.