

Romney Presbyterian Church

100 West Rosemary Lane
Romney, WV 26757
(304) 822-5083

Position Description **Administrative Assistant**

1. **General:** The person in this position will do the following:
 - Manage the church office
 - Provide administrative support
 - Assist the pastor, session, and treasurer
2. **Supervision:** Day to day supervision is provided by the pastor. The Commitment & Witness Committee reviews the position and mediates disputes.
3. **Work Schedule:** This is an hourly position with a regular workweek of at least 12 hours. The minister and/or the Commitment & Witness Committee Chairperson may adjust the work schedule for special requirements.
4. **Pay:** \$15 per hour will be paid bimonthly on the 15th and last day of the month, subject to annual review.
5. **Paid Time Off:** Paid holidays are New Year's Day, Memorial Day, July 4th Independence Day, Labor Day, Thanksgiving and Christmas. One-week paid vacation will be available after one year of employment. Paid vacation leave will increase to two weeks annually after the completion of two years. Vacation time will be scheduled by mutual consent with the pastor and the Commitment & Witness Committee.
6. **Qualifications:** The secretary *must* have the ability to maintain confidentiality and privacy concerning church members and church business. Any breach of confidentiality will be grounds for dismissal. The preferred candidate will have the following skill set:
 - Familiarity with Microsoft Office Suite, Google applications, and social media
 - Excellent spelling, grammar, & attention to detail
 - Organization and office filing
 - Operating basic office equipment
 - Excellent telephone skills
 - Project a professional personal appearance
 - Maintain an organized office atmosphere
 - Bookkeeping (Quickbooks Online)
 - Willingness to learn and adapt to change

7. Duties:

- a. Produce the weekly worship bulletin
- b. Maintain the church membership database
- c. Produce a yearly directory of members and organization components not later than January of each year
- d. Receive, sort, & distribute incoming mail
- e. Assist the minister and/or the Clerk of Session in creating and maintaining the session minute book and other official church records.
- f. Manage the church office, keeping the files in order, identifying and submitting purchase orders for office supplies, and acting as a receptionist for the minister.
- g. Maintain the Church calendar
- h. Produce official correspondence and reports for the minister, Clerk of Session, and support the treasurer as required
- i. Maintain bookkeeping records, recording weekly offerings and writing checks for approved vouchers to be signed by treasurer
- j. Support other church-related requirements as approved by the minister and time allows