



NOTICE OF POSITION

Organization: The Brick Presbyterian Church

Title: Administrative Assistant / Program Administrator

Reports To: Associate Ministers

Job Type: Full-Time

Schedule & Hours: Monday – Friday, 8:00 a.m. – 4:00 p.m. with required off-hour events

Location: Fully in-person position (not hybrid), 62 East 92nd Street, New York, NY 10128

General Description:

The Administrative Assistant / Program Administrator is responsible for providing general administrative and clerical support to the Church's Associate Pastors as well as in the fulfillment of their program initiatives. Serving as their liaison and coordinator with the church community, including staff, Church members and other constituents, the Program Administrator will help set and track their agendas, assist in the development and execution of their tasked functions, and aid in the administration of their offices, including maintaining the records and communications.

Major Job Duties:

- Track meetings and pending details on behalf of the Associate Ministers.
- Serve as the point person for and screen action items, questions, and requests in relation to or directed to the Associate Ministers.
- Coordinate and support meetings, including developing agendas, producing handouts, contacting participants, reserving rooms, sending invitations, launching virtual meetings, and arranging for refreshments.
- Manage meeting minutes of committees supported by the Associate Pastors.
- Ensure that the Annual Report submissions of these same committees are compiled and forwarded to the Director of Stewardship and Communications for inclusion in the Annual Report.
- Receive and keep a register of Sunday school/event attendance numbers from the Children and Youth Ministry program support staff.
- Compile congregational care initiative information from the Board of Deacons, and report to the Director of Stewardship and Communications for inclusion in the Annual Report.
- Ensure the flow of communication among our Children/Youth/Pastoral Care/Mission staff.
- Support mission trip logistics and requirements.
- Act as liaison for non-profit initiatives and missional/service events.
- Assist with operational administrative tasks such as tracking budgets, managing receipts, performing check requests, and preparing letters and communications.
- Maintain mailing lists, work with the Communications Director so that flyers, posters, and literature can be created in a timely manner.



- Responsible for managing resources including purchase, storage, display and distribution for Christian Education programs.
- Administrate all childcare needs for all Church programs, booking sitters and billing the childcare to the appropriate ministry.
- Perform additional program and office-related duties as assigned.
- Work closely with the Executive Assistant to the Senior Pastor and the Fellowship and Events Coordinator in assuring that all pieces of the Church programming run smoothly.
- Team with Church staff and provide backup where necessary.

Skills and Qualifications Required:

- Exceptional interpersonal and communication skills; friendly and courteous
- Highly organized, with strong attention to detail and accuracy
- Proficient in Microsoft Office Suite, Google Workspace (4 years minimum experience)
- Comfortable and capable of learning new technology and digital tools, including website management (Community Church Builder) and financial spreadsheet applications
- Strong ability to multitask and meet deadlines – always looking ahead
- Minimum of five years of experience in a similar role required
- Previous experience working in a church setting strongly preferred

Additional Qualifications Desired:

- Ability to work independently with minimal supervision
- Flexibility and adaptability
- Proactive, with the ability to show initiative and anticipate needs
- Strong judgment in handling interpersonal situations and problem-solving
- Understanding and alignment with the Church's mission, goals, policies, and programs
- Collaborative and team-oriented approach
- High level of discretion and ability to maintain confidentiality

COVID-19 Considerations:

- *COVID-19 vaccination is required. Protocols established in accordance with the CDC, State, City and health field recommendations.