

BRICK PRESBYTERIAN CHURCH JOB DESCRIPTION

Title: Administrative Assistant to the Senior Pastor

Full-Time/Non-Exempt

Reports to: Senior Pastor

Function: Administrative

General Description

Provide administrative support to the Senior Pastor and the Session. Perform administrative tasks related to support the Senior Pastor's leadership of the church and duties related to their pastoral work. Support the work of the Session and the Clerk of Session.

Major Job Duties:

- Serve as overall administrative support to the Senior Pastor:
 - Maintain Senior Pastor calendar
 - Function as Senior Pastor receptionist (and representative)
 - Facilitate information flow by organizing and filing information, checking mail and facilitating communication to and from the Senior Pastor.
 - Assist Senior Pastor in preparing for classes and meetings
 - Proof-read, print, and post sermons
 - Book events in the church room reservation software, events calendar, requests room set-ups, and updates website content with current content for programs related to the Senior Pastor's work.
 - Code receipts, handles check requests for relevant pastors and committees according to the Accounting Department protocols.
 - Assist administrative and program staff in maintaining the church database.
- Provide administrative support to Session of the church:
 - Responsible for distributing agendas, minutes, reports and notices for Session, and provide administrative assistance to the Clerk of Session as needed.
 - Provide administrative support for any special committee appointed by the Session.
- Provide support to ongoing services and as well as special services
 - Schedules baptisms, weddings, and funerals. Prepare marriage licenses, baptismal certificates, and other documents such as billing services rendered for weddings and funerals and receptions.
 - Maintain worship spreadsheet.
 - Coordinates and produces material for weekly Order of Service and contributes to The Record, including names of baptismal candidates and Parish Register information.
 - Provides support for the volunteer coordinator for ushers.

- Maintains Sunday Church and Usher records and Parish Register information.
- Weekly Staff Meeting
 - Set up and attend weekly staff meetings, working collaboratively with Church/School staff, providing administrative backup and other tasks as needed.
 - Update and print weekly agenda
- Other administrative tasks as may be needed.

Skills and Training Required

Strong interpersonal and communication skills, organizational ability, attention to detail and accuracy. Excellent computer skills including word processing, design and website management, financial spreadsheets. Must be able to multi-task and meet deadlines. Five years previous work experience in a similar role required. Prior church experience highly desired.

Additional Qualifications Desired

Ability to work independently with a minimum of daily supervision. Understanding and support of the Church's purpose, goals, policies, and programs. Enjoy collaborating with others. Able to maintain confidentiality.

This position is on-site at Brick's Parish House (62 East 92nd Street). The working hours are 8:30am to 4:30pm Monday through Friday with occasional overtime needed.

Applications

To apply for this position, please send a cover letter and your resume to: Don Nagle at dnagle@brickchurch.org.