

# Whitewater Valley Presbytery

## Administrative Assistant Job Description

Position: Administrative Assistant

Category: Full Time (40 hours per week)

Vacation: Two weeks annually

Salary: \$16.00 - 18.00 per hour, commensurate with experience & skills

Benefits: Health, Life & Disability Insurance, Pension

Start Date: October 15, 2018

### **Qualifications:**

- Education: Minimum requirement: High school diploma  
Desired: Associate Degree in related field
- Experience: Minimum of five years employment in clerical or administrative position  
Can demonstrate excellent computing and communication skills, professionalism and teamwork.  
Knowledge of Presbyterian Church (USA) governance is desirable.
- Skills: Excellent organizational skills; flexibility in adapting to changing priorities and dealing with interruptions; experienced and proficient with office technology; excellent interpersonal skills, including good listening skills, empathy, maintaining confidentiality

### **Role and Focus:**

- To work in a supportive administrative relationship with the Executive Presbyter and Stated Clerk
- To build positive relationships with ministers of word and sacrament, elders, and members of the Presbytery congregations, Presbytery leaders, staff and related agencies
- To provide administrative leadership to the office, and other duties as assigned

### **Responsibilities:**

- Provide administrative and clerical support as directed by the Executive Presbyter to the Board of Directors and to the Coordinating Council, particularly as it relates to quarterly meetings of the Presbytery, and minimal support to other committees and commissions as needed.
- Provide administrative and clerical support as directed by the Stated Clerk for the:
  - Commission on Ministry
    - Prepare and file documents related to meetings
    - Schedule interviews with candidates and make arrangements for their visit
    - Assist Stated Clerk with Pastor Nominating Committees by providing general information, links to documents, downloads for MIFs, contact numbers for the CLC
  - Annual Records Process
    - Facilitate the process for Annual Reports including distributing information, collecting data, tracking receipt of terms of call and preparing Necrology Report for May Presbytery Assembly
    - Facilitate the process for Session Records Reviews including scheduling locations with churches, sending forms and reminders, collecting data, and preparing reports as requested

- Permanent Judicial Commission
- Administrative Commissions
- Provide administrative and clerical support for the quarterly meetings of the Presbytery Assembly, including:
  - Send meeting guidelines to host churches
  - Create, publish and monitor online meeting registration
  - Produce nametags & registration materials for meetings, track attendance
  - Collaborate with Presbytery leadership and staff in compiling reports, presentations, worship materials and other information for each meeting
  - Receive documents and work with IT manager to post information electronically
  - Notify commissioners/churches and others by email when papers are posted
  - Schedule meeting rooms at the host church and notify them regarding number of lunches
  - Respond to general questions regarding the docket and general information
  - Attend Assembly, assist with registration and greeting, act as Recording Clerk for the meeting
  - Follow-up after Assembly (bulletin inserts)

#### **General Office Duties**

- Distribute incoming mail and prepare outgoing mail and packages
- Determine office supply needs for staff, purchase and distribute
- Participate in shared staff responsibility for maintaining kitchen and office supplies and keeping office spaces neat and orderly
- Maintain files of required documents for congregations, ministers/commissioned lay pastors, elders, and inquirers/candidates of the Presbytery
- Update ACS database records as new information is received
- Schedule rooms as requested at Presbytery office/building, churches, or retreat centers
- Email meeting reminders and documents
- Coordinate requests for electronic meetings with IT coordinator
- Order meals for meetings as requested
- Assist with maintaining data base/email lists/directory/website by sharing information with IT coordinator, with goal to develop more knowledge of and responsibility for ACS database
- Prepare the Master Calendar annually and maintain updates
- Meet, greet and assist Presbytery visitors
- Schedule needed maintenance and service calls for office equipment

#### **Relationships and Accountability**

- Reports to Executive Presbyter as Head of Staff
- Works collaboratively with other staff

Please submit your resume to Alan Thames, Executive Presbyter ([athames@whitewatervalley.org](mailto:athames@whitewatervalley.org) or 1100 West 42nd Street, Suite 210, Indianapolis, IN 46208) no later than September 20, 2018.