

Valley Presbyterian Church Administrative Assistant

Purpose of Position

The **Administrative Assistant** provides a key role in church communications, administration, and basic bookkeeping support.

Accountability

The **Administrative Assistant** will report to the Executive Pastor and Finance Director.

Responsibilities:

Worship Responsibilities:

- Design and distribute the weekly bulletin: inputting information from Planning Center Services (<https://planning.center/services/>), the Director of Music, pastors, church members, and others
- Connect with the liturgists and communion servers through Breeze Church Management System (<https://www.breezechms.com>), keeping lists up-to-date, periodically updating auto-generated reminders

Office Administration:

- Assist in the production of design-savvy letters, name tags, handouts, sign-up sheets, Annual Reports, and other materials (electronic and/or physical)
- Connect with the VPC community, answering phones, greeting visitors, responding to email and maintaining accurate community records
- Create community board notices (e.g. announcing services, events...)
- Process facility use requests from church members, the community and outside user groups, maintaining a cloud-based calendar
- Connect with the sexton (custodian) around facility requests and special events
- Order facilities and office supplies.
- Assist with general office upkeep and provide support to the Head of Staff and Executive Pastor as needed.

Bookkeeping Assistance:

- Input contributions and process incoming checks
- Pay monthly bills and reconcile credit card reports

- Upload invoices to the Google Drive
- Provide general support to the Finance Director as requested

Core Competencies:

- Excellent written and verbal communication skills
- Ability to create meaningful and engaging communication materials
- Positive and collaborative work ethic
- Proactive nature to anticipate and solve problems
- Ability to receive, follow, and give directions
- Ability to use office tools with ease and comfort, including
 - Google Suite, Google Drive, Office 365
 - Breeze Church Management System, Planning Center
 - MailChimp, SignUpGenius, Canva (www.canva.com)
- Ability to maintain accurate and organized records
- Ability to work accurately with numbers and basic accounting systems
- Flexibility

Knowledge of the following programs would also be helpful:

- Facebook and Wix (<https://www.wix.com>)

Schedule and Compensation:

- This is a non-exempt hourly position for 18 hours per week.
- \$22-25 per hour, based on experience.

If interested in the **Administrative Assistant** role, please send a cover letter and resume to office@valleypreschurch.org. Thank you for considering becoming part of the Valley Presbyterian Church team. We look forward to meeting you.