

PRESBYTERY OF SAN DIEGO – ADMINISTRATIVE ASSISTANT

The Presbytery Administrative Assistant is a part time position, reporting to the Executive Presbyter (EP) and supports the EP, Stated Clerk and Director of Church Planting. Routine duties include:

- General office management such as greeting visitors, processing mail, maintaining office supplies and monitoring equipment needs, answering the phone, making bank deposits, copying and filing.
- Support of regular Presbytery meetings and communication with members including creating meeting notifications, maintaining the contacts database and updating same, answering requests for printed meeting material and managing registration and attendance records at meetings (currently held quarterly in the evening).
- Supporting the EP, Stated Clerk and Director of Church Planting with Presbytery-wide mailings, typing correspondence and meeting minutes, creating group emails, scheduling meetings and answering questions.
- Assist the EP, Stated Clerk and Director of Church Planting in planning, coordination, promotion, communication and execution of various events of the presbytery. These include pastors' gatherings, presbytery conference, trainings, meetings, lunch&learns, and similar gatherings.
- Maintain and engage in enhancement of Presbytery website: Announce and update meeting dates and documents, post current information for churches, maintain rosters and resources for committees, resources for clerks of session, staff and officer bios, calendar of events and meetings, job openings and current events, post personal interest stories and photos.
- Gather annual salary survey information and assist Clerks of Session in completing PC(USA) statistical reporting and other projects.
- Prepare and publish annual Presbytery directory
- Maintain Committee on Preparation for Ministry (CPM) files and roster
- Other assignments in support of the mission of the Presbytery as assigned by the EP.

Requirements for the position:

- Personal commitment to Jesus Christ with emphasis on servant leadership and teamwork.
- Previous secretarial and office experience needed
- Ability to handle a variety of tasks quickly and prioritize appropriately
- Computer literacy with specific knowledge of Excel, Word, Access, PowerPoint, Publisher and Outlook and WordPress. Familiarity with Mac applications helpful.
- Ability to work with clergy, volunteers, committees.

- Ability to maintain confidentiality.
- Understanding of the organizational structures of the Presbyterian Church (USA).
- Ability to handle projects and follow through to completion without detailed supervision.
- Ability to lift up to 25 pounds
- Background check required.

The Administrative Assistant will work approximately 25 hours each week, onsite at the Presbytery office in Point Loma. Driving to churches within the Presbytery periodically required.

If interested, please submit a current resume and cover letter by email to: officemgr@presbyterysd.org.