

Administrative Assistant Job Description

Full time position

Presbytery of Milwaukee

Role and Responsibilities

The Administrative Assistant manages and directs the day-to-day activities of the presbytery's virtual office, staffs Presbytery meetings, and assists the office of the Stated Clerk. The Administrative Assistant must be deeply committed to the Presbytery's vision and mission.

The person in this position is required to follow the governing documents of the Presbytery (including the bylaws, manual of administrative operations, and Book of Order) and to demonstrate the core values of the Presbytery, all as amended from time to time.

This position reports directly to the Transitional Executive Presbyter. The position is evaluated annually.

Specific responsibilities are to:

1. Establish and foster relationships with members of the presbytery through timely and courteous communication.
2. Handle bookkeeping: receive all deposits, pay bills, and coordinate financial reports with Presbytery Treasurer and Executive.
3. Keep track of staff expenses and in-home office needs.
4. Perform general office work (mailings, fillings, answering phones, updating committee heads).
5. Maintain Presbytery calendar on the website.
6. Maintain database of background checks for all new teaching elders including all final candidates for pastor positions and Safe Gatherings compliance per Commission on Pastoral Ministries (CPM).
7. Maintain minister, committee, and church database.
8. Keep records of pastoral terms of call and contracts as provided by Commission Transitional Ministries (CTM) and Commission on Pastoral Ministries.
9. Communicate with clerks of session and treasurers and update the Presbytery's contact information for them.
10. Manage online registration for Presbytery Meetings and the registration table at the Gathering.
11. Prepare and post online Presbytery meeting papers.
12. Prepare Presbytery meeting PowerPoint.
13. Act as Recording Secretary for the Presbytery of Milwaukee Foundation.
14. Other duties as assigned.

Qualifications

- Is proficient in Microsoft Office Suite and is open to learning new technology.
- Is proficient in QuickBooks desktop and online versions including the use of classes
- Has experience using Constant Contact or a similar platforms
- Is able to work independently in a remote environment
- Collaborates well with other staff.

- Shows strong organizational skills, including time management and ability to prioritize.
- Demonstrates strong verbal and written communication skills.
- Maintains confidentiality.
- Is a creative problem solver.
- Displays flexibility and comfort with ambiguity.
- Has a professional demeanor, discretion, and good judgment.

Details

- Full time
- Based in Milwaukee area, but working remotely approximately 90%
- \$20 per hour, with eligibility for benefits including medical and dental

Revised 6/9/2024