

*Community Presbyterian Church Lombard Illinois
Reach - Grow - Send
Administrative Assistant*



Summary

The Administrative Assistant is a part time (15 or more hours per week) non-exempt position. The Administrative Assistant is responsible for the efficient operation of the church office, as directed by the Pastor.

Essential Functions:

- Assist the Pastor as requested and manage emerging office tasks.
- Greet, direct, and assist visitors.
- Answer telephone and forward calls, messages, and questions to appropriate parties; inquiries about church policy and polity will be forwarded to the Pastor and/or Clerk of Session.
- Check and respond to church email daily, forwarding email messages and questions to appropriate parties.
- Manage / follow-up staff voice and email messaging as needed in conjunction with Communications Specialist.
- Collection and distribution of postal mail.
- Maintain and update all building use forms for the Trustees.
- Maintain bookkeeping and correspondence for all memorial funds. (e.g. thank you letters, etc.)
- Coordinate with the Communications Specialist to manage printing, folding and distribution of Sunday morning, special programming / service(s) worship material(s).
- Coordinate with the Communications Specialist to manage printing, folding, and distribution /mailing of newsletter, CPC Life, and other 'mass' mailings, electronic and Postal.
- Manage PC (USA) Special Offering materials for distribution.
- Coordinate the Sunday, and seasonal flower schedule with appropriate personnel.
- Track and order all office supplies, and various materials needed to maintain office inventory.
- Manage reminders and mailings as needed by staff and committees; printing letters, labels, preparing envelopes and meeting mailing deadlines.
- Prepare copies as requested for Staff, Boards, and committees.
- Ensure office equipment is in working order and oversee maintenance and contracts in coordination with Trustees
- Coordinate calendar / scheduling between all church groups, and their activities including Growing Place on the master church calendar
- Coordinate the schedule for maintenance, and repair / services (e.g., heating, A/C, water, etc.) and coordinate with Trustees (or others as appropriate) of times/dates.
- Attend-Staff meetings.
- Assist with assembling Annual Church report working with Pastor, Clerk of Session and Communications.
- Assist Pastor with Weddings, Funerals and Baptisms as directed (Checklists)
- Participate in maintaining building safety and security.
- Complete other duties as assigned by the Pastor

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Job Requirements:

Background check and fingerprinting is required at the expense of CPC.

Successfully complete the CPC Child Protection Policy Training

Be an active member of a Christian Church.

Qualifications:

High School Diploma required; some college coursework preferred

Experience:

Experience in office management. Church, non-profit, and/or event planning are a plus.

References:

Provide a minimum of three Professional References

Skills, Knowledge Abilities:

- Strong administrative and organizational skills with multitasking fluidity and flexibility.
- Proficiency with Microsoft Office (Word, Excel PowerPoint, and Publisher
- Accurate spelling, typing, and proofreading.
- Ability to work in a detailed, deadline-oriented environment.
- Professional verbal, interpersonal, and written communication. Ability to handle divergent opinions and problems with tact, patience, and diplomacy, with a spirit of hospitality, and integrity. **Maintains confidentiality**
- Ongoing aptitude to learn. Embraces continuous learning and skill development.

Supervision:

- Reports to and receives supervision direction and accountability from the Pastor / Head of staff.
- 90-day performance review followed by a 6-month performance review and annual evaluations thereafter, with the Pastor and member of the Session Personnel Committee

Job Conditions:

Extensive use of Office Equipment including computers, copy machine phone, and others. Extended periods of sitting. Must occasionally move and or lift boxes / supplies when handling mailings or supplies. Organizing inventory and setting up meeting / event supplies.

Compensation commensurate with experience / skills

Send resumes or make inquiries to

resumes@cpclombard.org

www.cpclombard.org