

Position Description

HAMILTON UNION PRESBYTERIAN CHURCH ADMINISTRATIVE ASSISTANT

PURPOSE: To support the life and ministry of the congregation of Hamilton Union Presbyterian Church through administration of the church office which includes (but is not limited to) the following:

GENERAL OFFICE

- Preparation of Sunday Bulletin and Announcements (formatting, photocopying, and digital sharing)
- Maintenance of HUPC Calendar
- Answer telephone, check for messages
- Operate computer
 - Programs include: Microsoft Office Small Business Edition- Basic plus Power Point and Publisher, Google Drive, Church Windows, Constant Contact, Notebird
 - Maintain current subscriptions (i.e. virus protection, CCLI, etc.)
 - Maintain email distribution and mailing lists, including regular communications and special mailings
 - Maintain communication with computer services provider
- Maintenance of member, visitor and other related files
- Daily distribution of mail
- Monthly compiling and editing of church newsletter
- Preparation of monthly committee and annual congregational report
- Update of Session Manual
- Update forms, letters, fliers, etc.
- Order paper and supplies for office and custodial staff
- Maintain photocopier and order supplies
- Filing

ACCOUNTING

- Enter weekly contributions
- Process and file vouchers
- Make bank deposits as necessary
- Complete Federal and State Tax Deposits
- Cut miscellaneous checks as needed (payroll & vendor bills)
- Backup files weekly
- Invoice follow-up
- Update employee information within payroll
- Update systems of Church Windows and Payroll
- Weekly preparation of checks for signature

OTHER DUTIES

- Maintain communication with Pastor, scheduling appointments as needed, and work to protect privacy
- Interface with community groups and renters of space within church building, coordinating building use with Property Committee
- Provide support in promotion of activities on social media and assisting with press releases

Position Description

EDUCATION and EXPERIENCE

- Associate degree (or equivalent) or higher preferred
- Experience in an office setting a plus

DECLARATION OF STATUS

- This is a 16 hour per week, part-time, non-exempt position. Compensation begins at \$18/hour
- 1 week paid vacation, paid holidays that fall on scheduled work days
- Mileage reimbursement

ACCOUNTABILITY

- This individual is supervised by the Pastor as Head of Staff and accountable to the Personnel Committee.