



## **Pastoral Administrative Assistant**

**Position Title:** Pastoral Administrative Assistant

**Position:** 40 hours per week, may require some evening work.

**Primary Function:** The Pastoral Administrative Assistant is a full time position responsible for supporting the Senior Pastor and the Associate Pastor for Pastoral Care, and Evangelism to achieve the goals of Idlewild Presbyterian Church.

### **Essential Functions:**

- Excellent communication and customer service skills.
- Solid task orientation and organizational skills.
- Ability to maintain confidentiality.
- Able to meet internal and external guests comfortably and confidently
- Computer Proficiency in Microsoft Office: Word, Excel, Publisher, and PowerPoint.
- Ability to multitask.
- Experience with database management software.
- Writing and editing ability, possess proficiency in grammar, usage and style.
- Experience with page layout needed, i.e. newsletters, flyers, posters, etc.
- Maintain Senior Pastor and Associate for Pastoral Care and Evangelism daily schedule and handle assigned duties.
- Coordinate and schedule all appointments for supporting pastors while maintaining calendars.
- Handle all correspondence, ensuring that it is routed to appropriate staff, member or external person(s).
- Takes messages for Pastors and direct them to the appropriate parties when necessary.
- Update Pastors on deaths, hospitalizations and/or emergencies.
- Write letters and other correspondence as directed.

### **Other Functions:**

- Maintain and manage all supporting duties and responsibilities of the Nurture Unit as assigned i.e. attend Congregational Care, Evangelism, and Nurture Leadership Team meetings, take minutes, assist with various projects.
- Create and monitor pastoral concerns list.
- Act as Membership Administrator and coordinate with individuals joining the church, and communicate with them about joining details and stewardship opportunities.
- Maintain potential new member information and church membership database.
- Provide administrative support to Clerk of Session in preparing minutes.
- Prepare and distribute minutes for Program staff meetings.
- Provide needed support to Diaconate (preparation for meetings, etc.).
- Other Administrative duties as assigned.

### **Minimum Requirements:**

- Proven admin or assistant experience, self-starter
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- College degree preferred
- Willing to obtain Notary Public License