

## Schoharie Reformed Church Administrative Assistant

### Job Description:

The Schoharie Reformed Church of Schoharie, New York is currently seeking a part-time Administrative Assistant to be a positive and welcoming presence at the Schoharie Reformed Church to all members and visitors, to help in the production of worship resources Sunday mornings, to format, produce, and distribute a monthly newsletter, as well as oversee and attend to a variety of other administrative needs, all to the Glory of God, and the ministry of the Schoharie Reformed Church.

### Personality:

Our Administrative Assistant needs to be a self-motivated, initiative-taking, detail-oriented, persistent, helpful, team-minded and cooperative person. He or she must also be able to show the utmost discretion, sensitivity, as well as keep strict confidentiality as they may be privy to private information that must be kept confidential.

### Specific Responsibilities:

- Hold regular office hours at the church.
- Maintain the organization of the church office space
- Coordinate and maintain the facility use calendar
- Pick up and sort church mail
- Answer phone, make calls, and regularly check church voice mail, as well as forward and return any messages.
- Check e-mail, forward, respond, or move emails as needed.
- Update weekly announcements, copy, and fold Sunday worship bulletins.
- Create & post flyers, postcards, or send out congregational emails as needed.
- Update bulletin boards as needed, and assist with other special church projects
- Help organize, and update children's worship bags for each Sunday.

### Monthly Newsletter

- Ask for submissions
- Send out deadline reminders
- Create a Newsletter page listing upcoming events including Birthdays, and Anniversaries, as well as Ushers and Greeters scheduled for the month.
- Proofread & edit articles
- Find appropriate photos & graphics
- Format, copy, and send out Newsletter – both electronic and paper formats.

Other Responsibilities:

- Help update and maintain Church Website.
- Post upcoming events to Church Facebook page
- Occasionally place online orders for books, Sunday School materials, or office supplies as needed, etc.

Requirements:

An Administrative Assistant should possess at least a high-school diploma. Experience in areas such as keyboarding, filing and working with Publisher and Excel programs would be preferable. He or She should also be self-motivated, flexible in assignment, and should also display a pleasant, visitor friendly, personality as the first welcoming voice of the church.

Compensation:

This position is designed for someone to work in the church office for 15 hrs. per week as arranged with the pastors for a salary of \$12.00 an hour.