

Job Description

Position Title: Assistant Church Administrator
Classification: Part-time Employee
Pay: \$19/hour
Reports To: Church Administrator
Accountability: Church Administrator and Head of Staff
Date: June 24, 2025

Summary: To enhance staff effectiveness by providing support for the Church Administrator, including administrative support to pastoral staff of Covenant. Tasks include database entry and assisting the Church Administrator in Covenant communications via website, print and social media. Responding to non-routine correspondence and working with highly confidential and sensitive information. Ability to work with a diverse group of people that call-in as well as visitors.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide general recordkeeping and administrative assistance to the pastoral staff.
2. Regularly use various software/online applications, including:
 - a. Microsoft Office applications, including Word and Excel
 - b. Google office applications, such as Drive, Docs, and Sheets
 - c. A Customer/Church Management System (Covenant uses ShelbyNext),
 - d. Canva
 - e. MailChimp
 - f. Website backend
 - g. Digital sign software
3. Perform data entry, create forms, update information, enter new information, process forms, and perform other related tasks. Assist in tracking and managing volunteer clearance information.
4. Assist Church Administrator in creating and distributing electronic communications and physical mailings, including meeting notices, bulletins, birthday cards, sympathy cards, visitor welcome letters, and other communications. Assist with managing the physical outdoor electronic sign.
5. Manage the prayer list and necrology list.
6. Assist with setting up and managing the worship live stream backend.
7. Track worship attendance, including visitors.
8. Welcome guests and members by greeting them, in person or on the telephone; answering and/or directing inquiries.
9. Maintain office supplies inventory by checking stock to determine inventory level and anticipating needed supplies.
10. Contribute to team effort by accomplishing related results as needed. Coordinate with Church Administrator to delineate tasks and responsibilities to insure completion.

Successful Performers - Covenant Presbyterian Church and Donegal Presbytery:

- **Professional Conduct:** Treats others with respect and dignity; maintains a positive attitude in the workplace.
- **Personal Management:** Fosters an environment that “puts people first”; maintains composure in stressful situations; manages time and maximizes own productivity; conducts work activities in a fiscally responsible manner and cooperates with others including, co-workers, pastors, presbytery members and the greater church.
- **Day-to-day Operations:** Meets deadlines; submits paperwork in a timely fashion; ensures accurate documentation and work results; protects confidentiality; demonstrates organizational and prioritization abilities; demonstrates a commitment to excellence through quality improvement.
- **Communication:** Provides meaningful oral and written communications in a respectful manner; relates to others with respect; demonstrates compassion and sensitivity; fosters cooperation and contributes to a climate of trust in the workplace; maintains professional interactions with coworkers.
- **Relational Expertise and Teamwork:** Values diversity; exhibits respect and dignity when working with others; cooperatively and constructively resolve problems and disputes: commitment to resolution of performance deficiencies; patience and acceptance of others; recognizes the contribution of others.

Required Education and Experience

- High school diploma or equivalent
- Administrative assistant experience

Additional Qualifications

- Familiarity with database entry
- Familiarity with social media content posting (Facebook, Instagram, etc).
- Demonstrate technical and operating expertise for various types of office equipment

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.