

## Job Description

**Position Title:** Assistant Church Administrator

**Classification:** Part-time Employee (semi-flexible hours)

**Reports To:** Church Administrator

**Accountability:** Church Administrator and Head of Staff

**Date:** February 2<sup>nd</sup> 2026

**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 Qualifications:

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

- **Software Proficiency:** Advanced skills in **Microsoft Office Suite** (Word, Excel) and creative/communication platforms including **Canva** and **Mailchimp**.
- **Adaptability:** Thrive in a high-energy, fast-paced office environment, maintaining focus and productivity despite frequent shifts in priorities and incoming inquiries.
- **Project Management:** Proven ability to manage competing deadlines and juggle multiple projects simultaneously with high attention to detail.
- **Technical Proficiency:** Advanced administrative computing skills with a track record of leveraging software to complete tasks efficiently and accurately.

### Routine Tasks:

1. Provide general recordkeeping and administrative assistance to the pastoral staff.
2. Perform data entry associated with Excel software, ShelbyNext, and music and video usage reporting websites (and similar software). Create forms, update information, enter new information, process forms, and perform other related tasks. Assist in tracking and managing volunteer clearance information.
3. 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. Manage the physical outdoor electronic sign.
4. Manage the prayer list and necrology list.
5. Assist with setting up and managing the worship live stream backend.
6. Track worship attendance, including visitors.
7. Welcome guests and members by greeting them, in person or on the telephone; answering and/or directing inquiries.
8. Maintain office supplies inventory by checking stock to determine inventory level and anticipating needed supplies.

9. 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

**Additionally Preferred Qualifications**

- **Digital Content Management:** Experience managing website backends and operating digital signage software to maintain a consistent organizational presence.
- **Specialized Systems:** Proficiency in (or ability to quickly learn) **ShelbyNext** and other database management systems, ensuring accurate and secure data entry.
- **Office Operations:** Technical aptitude in operating and troubleshooting a variety of standard office hardware and 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.