

Park Street Church
Ministries Administrative Assistant
Job Description

Overview

The Ministries Administrative Assistant (MAA) will serve as the primary administrative support for the Senior Minister and other ministers as needed and as time allows. This is a part-time (20 hrs/wk) position.

Accountability

The MAA will report directly to the Senior Minister while serving as part of the Ministries Team. The MAA will work in collaboration with the Missions Administrator and the Administration Administrative Assistant as well as the Church Administrator, Financial Controller, Director of Operations, and Director of Communications to assure efficient execution of the Church's ministry programs.

Areas of Responsibility

- Manage and oversee the office of the Senior Minister
 - Scheduling appointments and general calendar
 - Correspondence from Senior Minister's office
 - Taking minutes at meetings, as requested
 - Giving reminders
- Website updates of ministries programs and events' postings
- Database input and maintenance
- Use of web-based interfaces for programmatic needs (e.g., Realm, Planning Center Online, Mail Chimp, Survey Monkey, Google Docs, among others)
- Planning catering for events
- Desktop publishing (Sign creation, project presentations, etc.)
- Work on Realm for events, meetings, etc.
- Update agendas, take minutes, help with front desk coverage
- Processing ministerial expenses
- Office supply management
- Organize Sunday bulletin and digital advertising
- Other administrative tasks as directed by the Senior Minister

Required Qualifications

- Willingness to serve Christ and His church
- High level of spiritual and character maturity
- Strong people skills and good emotional intelligence
- Responsive and prompt in communication
- Strong writing and communication skills
- Unquestionable in maintaining confidentiality

- Experience in task and project management and exceptional organizational skills
- Attention to detail
- Team player and team building skills
- Diplomacy and tact
- Self-starter, internally motivated, good intuition
- Expertise in Microsoft Office Suite, familiarity and/or willingness to learn Adobe and Google Administrative products/solutions.
- Comfortable utilizing web-based platforms and solutions
- Desire to become familiar with PSC, the nature of its congregation, its ethos, guiding principles and doctrines

Other Expectations and Opportunities

1. MAA must be in agreement with PSC statement of faith and all church policies referenced in the Park Street Employee Handbook