

PARK STREET CHURCH
MINISTRIES ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

OVERVIEW

Park Street Church (“PSC”), founded in 1809, is a large thriving church in downtown Boston, with a membership of 1200 and about 35 staff members. Given our location in Boston, PSC recognizes the opportunities for gospel ministry in the Boston area and we are seeking to grow in our connection with the city. We also have a strong global missions program with many missionaries around the globe. We are committed to life-giving biblical proclamation, to transformative relationships with one another across generations and ethnicities, and to faithful worship of the triune God. We understand that Christ has called us to live out the gospel using our heads, hearts, and hands. Our staff are committed to serving one another as we serve Christ. We meet weekly for a time of prayer and engagement in the Scripture, and we believe in the importance of collaboration for faithful ministry.

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 Ministries Administrative Assistant will report directly to the Senior Minister while serving as part of the Ministries Team. The Ministries Administrative Assistant will work in collaboration with the Missions Administrator and the Administration Administrative Assistant as well as the Church Administrator, Financial Controller, Director of Facilities Management, and Director of Communications to better enable the church to faithfully fulfill its mission.

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
- Manage and oversee Park Street Dialogues podcast
- Database input and maintenance
- Use of web-based interfaces for programmatic needs (e.g., Buzzsprout, Realm, Planning Center Online, MailChimp, Survey Monkey, Office 365, among others)
- Planning catering for events
- Desktop publishing (Sign creation, project presentations, etc.)
- Work on Realm for events, meetings, etc.
- 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
- Responsive and prompt in communication
- Strong writing and communication skills
- Unquestionable in maintaining confidentiality
- Experience in task and project management and exceptional organizational skills
- Team player and team building skills
- Self-starter, internally motivated, good intuition
- Expertise in Microsoft Office Suite, familiarity and/or willingness to learn Adobe, Garage Band (Apple), 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

The Ministries Administrative Assistant must be in agreement with PSC statement of faith and all church policies referenced in the Park Street Employee Handbook.