



Administration Assistant Job Description

Overview

Park Street Church (“PSC”), founded in 1809, is a large thriving evangelical church in downtown Boston, with a membership of 1200 and about 30 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 Administration Assistant position is full-time and the successful candidate will work with many different members of our staff, playing an important role on our team, ensuring that the Church office accomplishes its purposes, including those described below, enabling the Church to do the work that Christ has called us to faithfully accomplish.

Accountability

The Administration Assistant performs a broad range of general administrative tasks and reports to the Church Administrator.

Responsibilities

The Administration Assistant will be responsible for:

Mastering PSC’s church management software platform (Realm an ACS Technologies product). While no knowledge of this product is required of applicants, the successful candidate will exhibit an aptitude and desire for learning the technology. Realm is PSC’s platform encompassing our people database, the interface for registering for events and connecting for many other activities.

Provide production support for the church bulletin, Annual Meeting documents, internal publications, certificates for baptism and membership. Produce gift acknowledgement letters on behalf of controller as needed. Attend to the proper functioning of the production copier, folding machine, postage machine, etc.

Assist the Director of Communications with production of church publications, maintaining the all-church calendar, as well as assisting with digital components of church communication, including website, e-news and social media. The candidate should be willing to be trained in basic functions in WordPress and Mailchimp software.

Carry out the mailing process for large mailings or emailings, including the Christmas letter, congregational updates, and Annual Meeting documents.

Maintain general admin and finance office files. Process and distribute incoming mail. Manage office supplies, keeping track of inventory and replenishing when necessary.

Assist with the Annual Meeting (helping with logistics, vote counting, publications, etc.). From time to time assist the Church Clerk with the carrying out of the Clerk's duties.

As needed, assist the finance team with the counting and recording of Sunday offerings, and the processing of payments made to vendors.

Assist the Church Administrator by handling requests for information, requests for technology assistance, and assisting with meeting preparation, record keeping, and filing.

Provide brief periods of coverage (e.g., breaks) for church receptionist.

Required Qualifications

- Committed to serving Christ and his church by participating in the life of the church.
- Proficient in MS Office applications (Word, Outlook, Excel, Teams, PowerPoint).
- Ability to maintain a high degree of integrity and confidentiality.
- Strong technological aptitude and computer skills are preferred.
- Strong oral and written communication skills.
- Willingness to perform a wide variety of tasks in support of the team.
- The Administration Assistant is expected to be active in the life of Park Street Church and to become a member.

Other Requirements

The Administration Assistant must agree with the PSC statement of faith and all church policies.