

GRACE REFORMED PRESBYTERIAN CHURCH (PCA)
ADMINISTRATIVE ASSISTANT

Come work for a dynamic congregation in the heart of Relay! This position is responsible for providing diverse administrative support to the senior pastor, staff, and the multiple programs and events held at the Church.

JOB REQUIREMENTS:

- A member, in good standing, of a Christian church (Presbyterian Church of America preferred)
- High school diploma or equivalent required
- Candidates should have a minimum of two years administrative experience
- Candidates must have the ability to work Monday – Friday (9:00 a.m. – 1:00 p.m.) with a maximum of 20 hours per week
- Candidates must be skilled with the Microsoft Office Suite (advanced skills in Word and Outlook; intermediate skills in Excel and PowerPoint)
- Candidates must have strong oral and written communication skills
- Candidates must have the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-15 pounds

THIS POSITION PROVIDES A CANDIDATE THE ABILITY TO:

- Oversee the development and production of the weekly church bulletin
- Keep and maintain all church records and calendar
- Handle all church communications including answering phone calls, emails, and receiving deliveries to the church office; contacting church members and visitors as needed
- Track and order church office supplies
- Assist with the weekly Teaching English as a Second Language (TESL) learning program as needed
- Assist with the coordination of special events such as the Living Nativity, Vacation Bible School, church retreats, concerts and congregational dinners
- Oversee the scheduling for the church nursery

A CANDIDATE IS EXPECTED TO:

- Be professional, accountable and have a desire to serve others
- Have the ability to work independently with minimal supervision
- Maintain strict confidentiality of matters learned through administrative duties
- Be proactive, highly motivated, collaborative and adaptable, with excellent organizational skills including the ability to handle multiple tasks, changing needs, and competing priorities

NOTE: The successful candidate(s) for this position will be subject to a pre-employment background check

This position will be open through May 31, 2017. Competitive salary and vacation time provided. Make a decision to join the staff at Grace Reformed Presbyterian Church – email a cover letter, resume and two references (one spiritual reference and one character reference) to Josiah Katumu, Senior Pastor, churchoffice@grpca.org.