



POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT to STUDENT and FAMILY MINISTRIES

The purpose of this staff position is to provide support and administrative leadership for the varied responsibilities, tasks, and ministries related to the Student and Family Ministries of Signal Mountain Presbyterian Church. This position requires a person who has a peaceful demeanor, is well informed, and is orderly and procedural. This person reports to the Church Administrator. The Associate Pastor of Families will be providing oversight and direction for the day-to-day instructions and work.

TRAITS

This person is to demonstrate the following personal traits:

- Pleasant, caring spirit and voice; peaceful demeanor; team spirit and player
- Flexibility in time and in assignments
- Even tempered
- Diplomacy
- Will be committed to supporting the ministry and values of Signal Mountain Presbyterian Church while being respectful and honoring towards the work of God through Jesus Christ in this place.

REQUIRED SKILLS

Computer knowledge: Apple software and Microsoft Office
Database management and Desktop publishing (Adobe Creative Suite and InDesign preferred, or “a plus”)
Adaptability/training for other programs as requested

Phone System: Multiline, Voice Mail, Auto-answering messages

Office equipment: Copiers, Scanners, Fax, Labeler, Folder, Mail system machines

Multi-tasking giftedness: Professional Communication
Phone Answering
Personal assistance to members, general inquirers, etc
Receiving and directing members/guests with needs

Organizational Planning, Prioritizing, and Development

RESPONSIBILITIES

The responsibilities in this position are to assist the Associate Pastor of Families, and two Youth Directors with their ministries and tasks:

1. Assist in inviting, equipping, and training our volunteer teams;
2. Lead in scheduling, designing, and producing communication materials (in print, online, and social media) that are aesthetically pleasing, effective, and appropriate to Signal Mountain Presbyterian Church;
3. Provide technical and physical support for key student activities, programs, and experiences (retreats, trips, etc.);
4. Coordinate communication, registration, payment, managing release forms, and accounting for major activities and experiences;
5. Maintain up-to-date and accurate records in ACS (church database system) for students/families in the areas of contact information, attendance, and events;
6. Assist Associate Pastor of Families with calendar, appointments, and meeting requests;
7. Assist Associate Pastor of Families with office support and coordination for any weddings that get scheduled;
8. Assist Associate Pastor of Families and Student Ministry staff with key team or committee meetings related to their ministries by preparing agendas, communicating details, coordinating reports, filing minutes, etc. (This position is the office liaison and support for the Student Ministry Committee and the Family Ministry Committee);
9. Assist other Administrative staff in other duties as determined by Church Administrator.

RECEPTION

1. Provide a warm welcome to those who enter the church office.
2. Provide a gracious and helpful greeting to those who call by phone.
3. Assist administrative staff with incoming calls.

GENERAL

1. Assist with miscellaneous needs and requests in the church office by Church members or visitors.
2. Master use of all church machines.
3. Be familiar with the tasks of other administrative staff and lend assistance and oversight to their tasks in their absence.
4. Provide orderly and general filing.
5. Work together with other admins and staff to complete major projects and mailings.