

Job Description: Administrative Assistant



Position Title: Administrative Assistant

Reports To: Director of Operations

Location: New Albany, Ohio

Position Overview: New Albany Presbyterian Church is a rapidly-growing, Gospel-centered body of believers with a mission to glorify God through lives changed by Jesus Christ. We are seeking a dedicated and organized Administrative Assistant to play a crucial role in ensuring the smooth day-to-day operations of our church.

In this role, you will support our staff leadership by managing key administrative responsibilities, scheduling and coordinating events, handling communications, and receiving visitors during the week. We are looking for someone who is detail-oriented, efficient, and passionate about serving others in order to help our church family thrive. If you are committed to using your gifts to serve Christ and His church, we encourage you to apply!

Key Responsibilities:

Administrative Support:

- Provide administrative support to both the Lead Pastor and Associate Pastor, including managing schedules, coordinating meetings, and handling routine correspondence.
- Provide administrative support to staff and ministry leaders, including printing and preparing materials.
- Manage the building usage calendar and respond to usage requests.
- Ensure proper room set up in coordination with staff and event organizers.
- Order background checks for volunteers and staff as required.
- Manage sitter scheduling for church services and special events.
- Schedule vendors, contractors, and volunteers as needed.

Financial Management:

- Track weekly contributions and prepare scorecard.
- Prepare monthly pledge reports and related correspondence.
- Oversee accounts payable and process expense reimbursements.
- Ensure timely payments and maintain accurate financial records.

Communication Management:

- Answer phone calls, respond to emails, and handle general inquiries for the church.
- Prepare weekly worship bulletins and worship materials.
- Assist with newsletters and other congregational communications.
- Maintain and update profile and group records on church management platform.

Event Coordination Support:

- Assist with scheduling and logistics for weddings, funerals, baptisms, and other special church events.
- Prepare event paperwork, including certificates for baptisms, marriages, etc.

Clerical and Office Tasks:

- Maintain filing systems (both digital and physical).
- Manage incoming and outgoing office communications including phone, voicemail, email, and mail.
- Track inventory of office and worship supplies and ensure timely replenishment.

Qualifications:

- Strong organizational and time management skills
- Excellent communication and interpersonal abilities
- Proficient in business 'office' computer software and cloud storage
- Basic knowledge of financial processes such as accounts payable and reimbursements
- Experience in an administrative role, preferably in a church or nonprofit setting
- Ability to handle confidential information with discretion
- A heart for service and dedication to the church's mission

Working Hours & Compensation:

Part-time Position approx. 20-24 hours/week

Salary: \$20/hr.

To apply, please send a resume and any relevant materials to jobs@newalbanypresbyterian.org.

For more information on NAPC, including our beliefs, vision, and values, please go to newalbanypresbyterian.org.