

**Position Description**  
**Administrative Assistant – Foothills Presbytery**

**General Duties and Responsibilities**

- To be as servant of Jesus Christ, Foothills Presbytery, its congregations and the Presbyterian Church (USA)
- Serve as primary support staff for Associate Executive for Vocations & Education, Director of Outdoor Ministries, and Coordinator for Youth and Young Adult Ministry
- Maintain correspondence, develop communications, and manage databases, registrations, files, and deposits for various committees and teams related to support staff role
- Provide general phone response for various ministry areas—Committee on Preparation for Ministry, Inspiration & Support Team, Education Team, Resource Center, Outdoor Ministries Board and related entities, Presbytery Youth Council and related events.
- Catalog resources and maintain circulation of resources, including AV equipment
- Regular communications regarding schedule of meetings and events for various ministry areas
- Meet regularly with Associate Executive for Vocations & Education, Director of Outdoor Ministries, and Coordinator for Youth and Young Adult Ministry for coordination and setting priorities for project management
- Attend committee and team meetings on occasion and as directed for awareness and support
- Attend staff meetings and staff retreats
- Provide particular areas of support for general office duties
- Serve as initial contact for walk-ins and phone calls in absence of Office Administrator
- A willingness to undertake additional duties as necessary

**Specific Responsibilities**

Committee on Preparation for Ministry

- Inquirer and Candidate records

Inspiration and Support

- Commissioned Lay Pastor records

Outdoor Ministries/Camp Buc

- Camp Buc Registrar, process mail-in camp registrations, accounts payable & receivable
- Work with online registration program

Resource Center

- Learn to use OPALS-NA for cataloging and circulation of resources
- Become familiar with MARC Magician and Bookwhere software for cataloging of resources

**Qualities and Qualifications:**

A willingness to be open, friendly and accessible.

A cooperative, willing spirit

Ability to manage multiple projects simultaneously

Desktop publishing skills

Administrative skills, including proficiency in software programs (e.g. Excel, Microsoft Publisher, Word, Power Point, etc.)

Self-starter and can work independently

Able to maintain confidentiality

Familiar with the program and mission of the PC (USA)

Work in a collegial relationship with all other staff members.

**Accountability**

This employee is responsible to the Executive Presbyter/Stated Clerk

*This is a part-time position. Benefits include participation in the Board of Pensions of the Presbyterian Church (USA), two weeks vacation, ten days sick/personal leave and holidays.*