

ADMINISTRATIVE ASSISTANT FOR PALO DURO PRESBYTERY

General Description: Performs administrative duties in support of the goals of Palo Duro Presbytery (PDP) and in support of the Executive Presbyter, the Stated Clerk, and other staff.

Major/Essential Duties of the Job:

- Helps lead the production, editing, proofreading, and printing of key PDP documents including Presbytery Packets, The Annual Clerk's Report for the PC(USA), the annual Presbytery Minutes report for the Synod of the Sun, and any other PC(USA) key documents.
- Keeps the calendar for the Executive Presbyter of Palo Duro Presbytery; often sets key committee meetings with Zoom or other telecommunications software and email.
- Maintains and updates presbytery member database daily. Helps facilitate electronic communication to presbytery.
- Uses initiative and strong personal skills in facilitating daily office support activities, such as answering the phone, directing visitors, and evaluating/sorting incoming mail, correspondence, and inquiries.
- Maintains presbytery office equipment and notifies appropriate committee members if assistance is needed.
- Maintains adequate supplies of office materials.
- Helps lead the maintenance of the church website.
- Manages the pickup and delivery from remote post office box; oversees all postage needs.
- Serves as administrator for background checks in support of the churches of PDP. Oversees filing system, office security system. Serves as liaison with our bookkeeper for Accounts Receivable and Accounts Payable. Keep up with vendor relationships.

Secondary Duties of the Job:

- Contributes to PDP social media presence, especially as an editor and liaison with churches and vendors.
- Assists in problem solving for Presbytery goals.
- Performs other related duties as assigned.

Required Education and Experience:

High school graduation or equivalent combination of training and experience in general office or clerical work.

Preferred Education and Experience:

Some college business-related courses, continuing education, or Associate degree.

Required special knowledge, abilities and skills:

Authoritative attention to detail. Authoritative knowledge of Outlook. Competent knowledge of Quicken, Word, Excel, PowerPoint, Adobe, Facebook, Word Press including GoDaddy, and Chimp Mail. Other software packages may be adopted and relied upon by the office and by this role. Expert knowledge of Zoom or the telecommunication software adopted by this office. Strong

customer service orientation and interpersonal skills. Ability to multi-task and work cooperatively with others. Must be able to operate standard office equipment.

The duties of this role require flexibility in pace from week to week, different projects throughout the year requiring planning months ahead.

This position may be a five day-a-week position, 40 hours per week (current hours: Monday through Friday, 8:30 a.m. until 5:00 noon with one lunch hour based on the needs of the organization. Flexibility on schedule may be mutually acceptable. Fridays end at 4:30 PM) with the understanding that from time to time this staff person may be required to work additional hours to complete duties. There will be a probationary period of 6 weeks beginning at the time of employment. Employee will receive 10 personal business allowance days (PDA) measured in ½ days annually; The employee will receive 10 vacation days each 1-4 years of employment, 15 vacation days after 5 years, and 20 vacation days after 6 years and beyond. There are 12 paid holidays with one being a floating day per year. These are:

- New Year's Eve or the day following New Year's Day when New Year's falls on a Thursday
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve or the day following Christmas when Christmas falls on Thursday
- Christmas Day
- 1 floating holiday

This role reports to the Executive Presbyter, and the role is evaluated each year.