

DAVIDSON COLLEGE PRESBYTERIAN CHURCH

JOB DESCRIPTION*

POSITION TITLE: Administrative Assistant, part-time

REPORT TO: Church Administrator

CLASSIFICATION: Support

CATEGORY: Part-Time, Monday- Friday 9:00 am – 1:00 pm

DATE: September 2023

PURPOSE: To work with administrative and program staff to support the administrative needs of Davidson College Presbyterian Church

RESPONSIBILITIES:

Reception:

- Greet members and visitors in the Church Office.
- Answer the telephone.
- Monitor the security system by allowing visitors inside the building.

Staff and Committee Support:

- Provide administrative support as requested for staff and committees.
- Deliver/collect mail and assist in periodic mailings to congregation.
- Order supplies for office and ministry areas as requested.
- Maintain volume and currency of handouts for information center.
- Enter worship attendance weekly.

Calendar/Outside Events:

- Record all church events on Google calendar. Work out space conflicts when necessary.
- Manage requests from outside groups for use of the buildings per Facility Use Policy, coordinating with Church Administrator, Sexton and Communications administrative assistant.
- Schedule memorial services and coordinate volunteer help for these services and other events as necessary.

Tech Support:

- Assist groups with zoom/connectivity issues in our buildings.
- Manage software installation, standard computer maintenance and debugging for staff.
- Contact and identify volunteer a/v support for worship, weddings, memorial services, outside events as necessary.

Preferred software:

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| • Microsoft Office Suite | Zoom |
| • Adobe Acrobat | Realm |
| • Google Calendar | Constant Contact |
| • Pro Presenter | Canva |
| • Wix (website) | YouTube studio |