

Position Description: Office Coordinator/Administrative Assistant

Presbytery of Missouri River Valley 302 S. 74th St. Omaha, NE 68114

PURPOSE

Part of a team of staff, committee leaders and members of the Presbytery of Missouri River Valley. Provider of general office administrative support and connection within that team.

GUIDANCE AND ACCOUNTABILITY

For work priorities: Presbytery's Leadership Team and/or Admin Team along with Personnel Committee

For ethics and policies: Presbytery and Personnel's Policies & Procedures

RESPONSIBILITIES

Communications

Receive and respond to phone, mail, email, in-person and other communications professionally and knowledgeably

Knowledge and ability to support communications and updates for Presbytery utilizing social media (Presbytery website, Facebook, and potentially Constant Contact or similar email platform)

Organizing

Organize and maintain Presbytery office, including calendar, files, resources, materials, office equipment and basic facility needs.

Assist leaders in preparation for Presbytery and other meetings

Prepare for Presbytery meetings: Arrange for and keep registrations, prepare materials and reports in collaboration with presbytery leaders

Attendance at each Presbytery meeting and manage on-site registration process

Database management

Keeping Presbytery's contacts updated through each data structure

Minister, Church & Committee Registry

Manual of Operations

Label lists

Report production & dissemination

Prepare and maintain all required annual reports, Presbytery dockets, keep current Presbytery roll books & minutes, general office correspondence, and other mailings by regular or bulk mail, email, or website posting.

Bookkeeping

In conjunction with the financial administrative assistant some bookkeeping assistance may be needed.

PERSONAL QUALITIES

Harmonious: Able to work with staff, committee members, pastors, members of congregations one on one and as a team.

Detail-oriented: Able to keep track of and organize information with accuracy

Energetic/Self Starter: Able to see and work through needs and responsibilities on their own

Positive energy: Able to keep a positive work environment; Respectful of church culture

Communications: Good listener, good writing skills, comfortable with drafting promotional materials and letters

EDUCATION/EXPERIENCE/SKILLS

Advanced skills in Microsoft Office, Preference given to experience in working with people, data and tasks

HOURS/COMPENSATION

Estimated 30 hours/week, with benefits