ADMINISTRATIVE ASSISTANT

Salem Presbytery of the Presbyterian Church (USA) is seeking an Administrative Assistant to support the Transitional General Presbyter and other presbytery leadership to ensure the vision and mission of Salem Presbytery. The Administrative Assistant must be flexible, possess excellent interpersonal skills, and work with staff, pastors, and laity in support of the mission and ministry of the presbytery.

Salem Presbytery now operates without a centralized office. Staff members work in remote locations, generally from their homes. They communicate and collaborate using available technology. As public health conditions allow, staff will on occasion connect in person at focused meetings.

Job Description

The position is full-time (40 hours per week) with an annual salary of $44,000.

Responsibilities:

- Receive and distribute incoming mail to Salem Presbytery staff.
- Handle voice messages that default to the general voicemail box.
- Maintain the Salem Presbytery calendar and weekly prayer list.
- In collaboration with the Transitional General Presbyter:
  - Receive reports and prepare them for distribution.
  - Generate a draft docket for Executive Council approval.
  - Provide the completed docket to the Communications Director for website publication.
  - Assist in planning Salem Presbytery meetings and oversee set-up of meeting facility when public health conditions again allow face-to-face gatherings.
  - Prepare and maintain official minutes of Salem Presbytery.
- In collaboration with the Transitional General Presbyter and the Office of the General Assembly, maintain official rolls of Salem Presbytery and statistical information related to Teaching Elder membership.
- Prepare all official correspondence, including the annual stewardship mailing and quarterly communications.
- Maintain roster of Kate Bitting Reynolds (KBR) Fund recipients in collaboration with the Transitional General Presbyter, advise Synod of Mid-Atlantic of changes in participation, and verify accuracy of roster for semi-annual meeting of the KBR Committee.
- Work with Commission on Ministry to ensure all reports and contracts are filed.
- Assist Transitional General Presbyter in resourcing all presbytery committees.

NOTE: Other duties as may be assigned, negotiating existing job responsibilities as needed.

Qualifications:

- Demonstrates attention to detail and the ability to work independently.
- Can efficiently organize and process information.
- Follows through on assignments and meets deadlines.
- Displays competence in verbal and written communication.
- Adheres to rules of business correspondence, formatting, and formal communication.
- Is proficient in Microsoft Office software, including Word, Excel, and Outlook.
- Can maintain standard office procedures and practices and use presbytery software package to maximize efficiency.

Personal Characteristics:

- Possesses excellent interpersonal skills and works well with all levels of internal management and staff, pastors, and laity.
- Uses independent judgment and interprets and implements policies, procedures, and computer applications related to the position.
- Builds and maintains trust via an unwavering commitment to confidentiality regarding records of ministers, churches, and staff.
- Establishes interpersonal relationships by supporting Presbytery ministries in a cordial and professional manner.

Education and Experience:
Four-year college degree preferred. Experience in administrative support required.

To apply for the position, please send a cover letter of interest and a resume to the Transitional General Presbyter, Rev. Dr. Barbara Smith, at (bsmith@salempresbytery.org) by November 30, 2020.