

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT FOR OUTREACH – MISSIONS

VIENNA PRESBYTERIAN CHURCH

POSITION TITLE: Administrative Assistant for Outreach – Missions

CLASSIFICATION: Part-time (20 hours), Non-exempt, hourly

REPORTS TO: Managing Director

SUMMARY OF THE POSITION

The primary goal of this position is to provide administrative support for the Outreach Pastor and for the Missions Ministry.

Due to the nature of church business, this position will often be privy to personal matters concerning staff, congregation members and members of the community. This position requires complete confidentiality in the execution of tasks concerning such information.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

Provide Administrative Support for the Pastor for Outreach

- Provide administrative support for the Pastor for Outreach as needed, including but not limited to sending emails, mailings, scheduling meetings, scheduling speakers, processing reimbursements and expenses, and photocopying.

Provide Administrative Support for Missions Ministry

- Provide administrative support to the Missions Ministry team, including but not limited to sending emails, mailings, scheduling meetings, scheduling speakers, processing reimbursements and expenses, and photocopying.
- Provide communication support, including but not limited to providing the Communications department with content for church-wide communications such as weekly and monthly news, social media, hallway slides, and worship announcements.
- Create online registration pages, track sign ups, oversee event registration and payment processes, and provide rosters to leaders and event coordinators.
- Assist with logistics for programs, events, and trips including but not limited to: large-scale service opportunities, VPC community events, travel arrangements, itineraries, necessary documentation, and payments.
- Attend listening field trips to local non-profits that serve in ways that VPC hopes to emulate.
- Maintain an annual calendar of mission events, visiting partners, speaking and engagement opportunities.

- Oversee accounting tasks such as expenditures for programs and monthly mission spreadsheets.
- Maintain and process partnership documents such as project requests and evaluations.
- Collaborate with the Missions Manager to create and maintain a wide variety of engagement and service opportunities for the congregation.
- Attend bi-weekly Mission Team meetings.

General Office Duties

- Perform other administrative tasks as needed, collaborating and cross training with all staff administrative positions to better serve our congregation.
- As needed, answer the main VPC phone line and greet all visitors and members who come to the front reception area.
- Attend bi-weekly Admin Team meetings.
- As needed, process all incoming church mail and packages.
- Perform other duties as assigned.

QUALIFICATIONS

- A committed Christian who is able and eager to openly articulate faith in Jesus Christ as his/her Lord and Savior.
- Affirm the mission and values of VPC and be willing to be guided by them.
- Excellent interpersonal, written and verbal communication skills.
- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- Excellent knowledge of Office365. Ability to learn other programs as needed.
- Ability to work collaboratively with significant numbers of people, both paid VPC staff and volunteers across the range of VPC's ministries.
- Experience with basic office equipment including copy machines, folding machine, etc.
- Bachelor's degree or equivalent office experience.

WORKING CONDITIONS

The working conditions of this position are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.