

PRESBYTERY OF LOS RANCHOS
Position Description, November 2018

TITLE

Executive Assistant for General Administration

PURPOSE

Further the mission and goals of the Presbytery of Los Ranchos by providing administrative support to the Co-Executives and front-desk office access to the Presbytery's congregations and committees.

ACCOUNTABILITY AND RELATIONSHIPS

The Executive Assistant is responsible to the Presbytery Co-Executive for Governance and Congregational Leadership / Stated Clerk. The Executive Assistant shall work supportively with the Presbytery Co-Executive for Vision and Mission, the Assistant to the Stated Clerk, and the Executive Assistant for Ministry Support.

ESSENTIAL FUNCTIONS

Administrative Support

1. Perform clerical duties as assigned.
2. Schedule meetings and appointments, maintain records and files, and process incoming and outgoing mail, correspondence, faxes and e-mails, etc.
3. Maintain data base and serve as primary staff liaison for updates to electronic media.
4. Provide administrative support as necessary to presbytery committees and teams.
5. Manage all aspects of office space, including oversight of cleaning service, ordering and storage of office supplies, and maintenance of kitchen.
6. Perform other duties as requested by the Presbytery Co-Executives and the Assistant to the Stated Clerk.
7. Interface with other staff to facilitate a coordinated team effort within the Presbytery office.

Document Management

1. Oversee the processing, distribution and filing of confidential documents. Maintain files concerning minister members, congregations, committees, and New Worshipping Communities/New Church Developments of the presbytery.

2. Maintain the Presbytery Register and minutes.
3. Prepare, process, and file mandatory reports.
4. Assist in the preparation of materials for Presbytery meeting packets.

QUALIFICATIONS

Core Competencies

1. Computer-related skills required by the position, with proficiency in Microsoft Suite.
2. Ability to type a minimum of 60 wpm.
3. Strong orientation to detail, record keeping, and knowledge of filing systems.
4. Confidentiality: Ability to handle sensitive situations with a high degree of discretion, tact, and diplomacy.
5. Team player: Ability to share responsibilities in a small office setting.
6. Multi-tasker: Ability to manage several projects simultaneously.
7. Self-starter: Ability to manage work for extended periods with limited supervision.
8. Fluency in English.

Personal Characteristics

1. Warm and sincere personality.
2. Mature Christian faith.

Preferred Characteristics

1. Familiarity with the Presbyterian Church (USA) and its form of governance.
2. Fluency in Spanish and/or Korean.

EDUCATION AND EXPERIENCE

College degree preferred. Professional experience in essential functions accepted.

TERMS

The position is full-time (40 hours/week), non-exempt with benefits.