



THE PRESBYTERIAN CHURCH OF THE COVENANT

Church Executive Assistant

The Presbyterian Church of the Covenant is recruiting for a part-time Executive Assistant to support the Pastor and operations of the church. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention for details. This person should have experience working in an office environment, performing administrative duties, and providing support to managers. Given the dynamic nature of ministry, a successful Executive Assistant will be flexible, detail-oriented, organized and consistent while maintaining confidentiality.

The Executive Assistant will maintain the Pastor's daily calendar and keep the Pastor informed and on schedule; triage incoming calls, inquiries, correspondence and visitors; perform administrative support duties in support of church operations; coordinate the facility calendar and maintenance in coordination with the Facilities Team; produce communication pieces and post on the church social media accounts in collaboration with the Communications Team; and assist with the distribution of basic needs supplies to community members who seek assistance.

PCC seeks an organized, detail-oriented professional with at least two years of experience in administrative support functions and an aptitude for learning new software and systems. In addition, the professional must demonstrate proficiency with Microsoft Office, Adobe Acrobat, and social media platforms, as well strong written and verbal communications skills and the ability to build relationships with diverse people.

The selected candidate must pass a background check. On-site hours are required Mondays through Thursdays, 9:00am-12:00pm and 1:00pm-3:00pm. Pay will be \$16-\$24 per hour, depending on level of experience. The [full Executive Assistant job description](#) is available on the PCC website.

To apply, please submit a cover letter and resume to churchoffice@pcc.net. Applications will be accepted through April 20, 2023, or until the position is filled. Interested applicants are encouraged to apply by April 20, 2023, to guarantee full consideration.