

Presbytery of Middle Tennessee
Job Description: Administrative Assistant
(Part time: 16-18 hours; without benefits; Non-Exempt)

The Administrative Assistant provides support to the Presbytery staff and its committees. The Administrative Assistant assists with operation and management of the Presbytery office.

Essential Duties:

1. Support of the Presbytery Staff

- Assist the Executive Presbyter with calls and correspondence, filing, report preparation as needed and with confidentiality
- Maintain office files (paper and electronic)
- Assist staff with emails, correspondence, mailings, and communications
- Log checks received and prepare deposits using approved financial safeguards as adopted by the Finance Committee
- Review, get approval, and process invoices and expense vouchers for payment; mail payments per Accountant's request
- Assist the Stated Clerk in keeping the rolls of Presbytery meetings if requested

2. Support the work of the Presbytery and its Committees

- Maintain the Presbytery directory and committee membership
- Manage Presbytery's calendar of events and meetings
- Maintain the Presbytery's website
- Maintain committee agendas and minutes with attachments on the Presbytery's network
- Assist the Stated Clerk with Statistical Reports if requested
- Assist with Annual Reports—if requested
- Provide administrative support to Presbytery committees (meeting notices, mailings, etc.) as requested
- Assist the Stated Clerk with Presbytery's electronic files
- Assemble and distribute Presbytery meeting packets at the direction of the Stated Clerk
- Staff registration of Presbytery meetings
- Create and maintain an email newsletter on a bi-monthly schedule

3. Operation and Management of the Office

- Maintain scheduled office hours, order supplies as necessary, responsible for office equipment, and manage the day to day operation of the Presbytery office
- Schedule and facilitate all meetings held at the Presbytery office
- Keep an accurate log of time worked

Accountability:

The Administrative Assistant shall be supervised by the Executive Presbyter and is accountable to the Presbytery through the Executive Presbyter and the Personnel Task Force.

Evaluation:

The Executive Presbyter and the Personnel Task Force will review and evaluate the work of the Administrative Assistant annually.