

Palms Presbyterian Church

Job Description

Position Title: Administrative Assistant for Membership and Connection Ministry (Part-Time)

Reports to: Church Business Director

Job Summary

Provide a broad range of administrative duties to Connection Ministry, maintain membership data, and assist the staff who oversee these ministry areas.

Essential Functions

Connection Ministry

- Provide administrative support for Connection and the corresponding ministries: hospitality, fellowship, discipleship, and community connection.
- Schedule volunteer ministries such as ushers, communion servers, and hospitality/welcome center volunteers.
- Manage Connection events and class requests, including logistical tasks such as making group reservations, reserving facility and other resources, handling registrations, collecting money, confirming registrations/payments, submitting check requests, setting up for events, and creating resources to promote or support Connection events.
- Collect and record worship attendance data, including the identification of guests who need to be welcomed by the associate pastor/staff.
- Assist staff in using the Realm pathways system that welcomes, invites, and encourages members, repeat guests, and friends to connect and then covenant with the Palms community.

Membership

- Maintain membership records including the addition of new members and changes in membership status based on inactivity, transfers and deaths; perform associated activities such as sending or requesting transfer letters for member disciples; and report the data to the clerk of session.
- Assist with new member classes.
- Manage MissionInsite demographic database and generate reports as requested by staff and ministry areas.

Other Duties

- Attend weekly staff meetings.
- With prior notice, attend occasional after-hour events scheduled in the evenings and weekends as needed for work-related duties.
- Maintain ministry records and collateral materials on SharePoint (digital network) for areas related to position description duties and title to archive work and the preservation of church history.
- Answer phones and fill in at the front desk as needed.
- Assist Presbyterian Women as needed.

Palms Presbyterian Church

Job Description

Core Competencies

- Personal Competencies
 - Initiative
 - Integrity and Trust
 - Interpersonal Skills
 - Listening
 - Personal Resilience
 - Time Management
 - Verbal Communication
- Organizational Competencies
 - Decision Making and Problem Solving
 - Priority Setting
 - Team orientation

Minimum Qualifications

- Experience in administrative support required or equivalent of education and experience.
- Working knowledge of MS Office software including Word, Excel, PowerPoint, Publisher, and Outlook; web browsers such as Edge and Chrome; email marketing tools such as Constant Contact; and social media platforms such as Facebook and Instagram.
- Ability to learn Realm, MissionInsite, or other software and systems unique to Palms Presbyterian Church.
- Exceptional organizational skills; attentiveness to details; ability to work independently in a busy environment and prioritize tasks; team player; excellent time management skills; and ability to handle matters and information in a confidential and professional manner.