



**Program Staff Administrative Assistant**  
(Hourly, Non-Exempt, Full Time)

**Job Description:**

The Program Staff Administrative Assistant operates under the direction of the Associate Pastor for Discipleship and Play and provides support to that position by performing all clerical and departmental needs as well as assistance to the Director of Youth Ministries and the Director of Children's Ministries. This position is shared with the Director of Music Ministries and provides support to this position by providing a variety of clerical duties.

The following functions are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities as other duties may be requested or assigned.

**General Job Functions**

Assistant to Discipleship and Play and Youth and Children's Ministries

- Assist with Bible Studies, Sunday School classes, Fall Kick-off and VBS by preparing documents and assisting in other ways as requested
- Generate and maintain registrations, records and payments for youth and children's events including VBS, Kids Club and Fall Kick-off
- Prepare, track and maintain Sunday School attendance records
- Maintain youth rosters for middle and senior high school members
- Promote all Sunday School Classes in ACS prior to Promotion Sunday.
- Create VBS slides as requested
- Order, collect for, and distribute t-shirts for VBS, summer camp and volunteers
- Generate monthly Sunday School rosters and place in classroom.

Assistant to Music Department

- Maintain and keep current the music library databases and binders for choirs and Praise Team
- Order, copy, file, and record new music purchased
- Maintain records for all choirs, Praise Team and musicians (addresses, emails, registrations, section rosters, attendance sheets, children's musical, summer camp, etc.)
- Generate nametags, seat tags, calendars and sign-up sheets as needed for choirs
- Format, print, assemble and update all choirs and Praise Team notes and music folders.
- Assist with Sanctuary Choir retreat, Choir Tours, Children's musical and summer camp as needed
- Create Sunday morning worship slides, including service and announcement slides
- Assist Praise Team leader, audio/visual team and musicians in preparation for worship services by mailing worship service information

- Maintain and keep current Sanctuary computer and flash drives
- Obtain background checks and Child Safety Policy on Children Choir Helpers, Praise Team members and Tour Chaperones annually
- Maintain all Constant Contact music related email lists and send emails to targeted choir members as requested throughout the year
- Order, collect for, and distribute t-shirts for youth choirs, musical, choir tours, and volunteers
- Assist organist as needed

#### Finance and Executive Assistance

- Assist with statistical reports as requested
- Change staff and Elder mailboxes as needed
- Obtain W-9s, prepare time sheets and check requests for non-exempt CCPC music employees/ instrumentalists and receptionist for payroll purposes
- Manage credit card receipts and reconciles credit statements for Discipleship, Play and Music Departments
- Assist with counting the Sunday offering and weekly bank deposits

#### Website Assistance

- Monitor and update website pages for programs and events and music department
- Upload weekly sermons to the church website and iTunes
- Generate website sign-up forms, images for scrolling banner, and upload images into website library as requested

#### **Additional Job Functions:**

- Attend staff meetings as needed
- Answer the phones
- Assist with church mailings and e-blasts as requested
- Assist other ministries with large events as needed
- Design posters and other publicity documents as requested
- Develop order form for bulletin insert for Christmas and Easter flowers
- Prepare and mail audio copies of funeral services to grieving families
- Add all music-related events into Facility Scheduler
- Create monthly helper schedules for Children's Choir and distribute to volunteers
- Print Women's Bible Study lesson as needed
- Give monthly Sunday School rosters to Sunday Reception to post attendance
- Order office supplies and keep a listing of costs to assist with the annual budget
- Order annual calendars for staff from the Presbytery
- Send monthly Birthday Legacy Fund Endowment to chair of Legacy Funds Ministry and create announcement slide
- Generate Cash collection forms as needed for any event

## Organizational Structure:

Immediate Supervisor: Associate Pastor for Discipleship and Play

Pertinent Subordinates: None

Co-Workers with Similar Responsibilities: Executive Assistant to the Pastor

## Universal Competency Requirements:

Adapted for the Presbyterian Church publication "Standards of Ethical Conduct," approved by the 210<sup>th</sup> General Assembly, all employees of CCPC are expected to display the following qualities as summarized below:

1. **Integrity** – Employees are expected to be honest, truthful, respectful of others and supportive of the ministry of the church. Employees must refrain from gossip, abusive speech and exploitation of others. They should honor relationships while recognizing their own personal limits.
2. **Stewardship** – Employees are expected to be accountable, to use resources responsibly and to take appropriate actions within their responsibilities.
3. **Quality** – Employees should always exercise sound judgment in carrying out their responsibilities and spend their time on the most important functions of their job, thus producing the best possible results.
4. **Service to Others** – Employees are expected to use their authority and influence constructively and considerately.
5. **Balance** – Employees must maintain a healthy balance among their primary job functions, commitments to their families, other primary relationships and the need for spiritual, physical, emotional and intellectual renewal.

## Core Competency Requirements:

1. **Communication** - Employee communicates openly in a timely manner; listens to others; speaks and writes clearly; shares information appropriately; keeps others well informed; encourages others to share contrary views; and responds to messages and requests promptly.
2. **Adaptability/Flexibility** – Employee deals effectively with change and uncertainty; copes well with stress and pressure; is patient; maintains a positive outlook; deals constructively with mistakes and setbacks; and looks for ways to help the organization.
3. **Teamwork** - Employee works together to achieve successful outcomes; seeks input from others and win-win solutions; supports a shared purpose; builds relationships; supports others to achieve success; and knows when to compromise and find mutually acceptable solutions.