



1180 E. Alex-Bell Road, Centerville, OH 45459

Posted Job Opening - December 23, 2020

## Administrative Assistant

*Status: Part-Time, Hourly*

### **Purpose, Vision, Strategy of South Dayton Presbyterian Church**

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SDPC exists to *call* the world to faith in Jesus Christ, and to *grow* disciples who are ready to meet our Lord in the last day.

Our vision is to speak and live in obedience to Christ, and to plant more God-exalting churches in the Miami Valley to live out the Gospel.

Our strategy is to *desire God* through biblical worship and preaching, to *love sacrificially* in ministry to each other and our world, and to *gather and grow Christ followers* by planting churches for the future.

### **About This Role**

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The Administrative Assistant oversees all activities of the church office and provides a welcoming, positive, and confidential environment for all visitors during office hours. This position handles many aspects of behind-the-scenes communication, administration, and logistical duties to support the church. Staff members strive to work efficiently with excellence in a supportive, positive and respectful environment. Come join our team as we work to the Glory of God!

### **Primary Responsibilities and Tasks of the Administrative Assistant**

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1. FIRST LINE OF CONTACT – Greet and help people entering the church and receptionist duties.
2. PREPARES FOR SUNDAY – Create accurate church bulletin, announcements and PowerPoints.
3. SUPPORTS CHURCH LEADERS – Assist pastor(s), Executive Director, and other ministry leaders as required.
4. COMMUNICATIONS – Send weekly announcement email, design publications for outreach marketing. Assemble Handbooks for events and updates church directories.
5. WEBSITE & ONLINE PRESENCE – Maintain front page, announcements, calendar, and more for the church website and app. Manage online presence by keeping the website and church Facebook page active.

6. PROJECT SUPPORT – Give assistance as projects present themselves, e.g. the building project, community events, summer programs, etc.
7. SCHEDULING COORDINATOR – Assist with coordinating conferences, meetings, travel, and other larger events. Schedule appointments with contractors, service technicians, etc. under guidance and direction of the Deacons.
8. DOCUMENTATION – Keep office and new ministry procedures updated. Maintain member/visitor database.
9. MAINTAINS CHURCH SPACES – Maintain office equipment and supplies, organize pastors' mail, update church mailboxes and information displays, and keep kitchen organized.
10. FINANCIAL – Reconcile credit cards, process bills, mail completed checks in conjunction with the bookkeeper.

### **Strengths & Skillset**

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1. Exhibits professionalism, conscientious work ethic, teachability, and accountability.
2. Able to exercise discernment and wise judgement.
3. Strong attention to detail and an eye for excellence.
4. A self-starter who is good at multi-tasking and prioritizing projects.
5. Strong administrative skills and ability to work independently without supervision.
6. Able to work at a fast pace, in a variety of settings and circumstances, with composure and flexibility.

### **Your Team**

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This position reports to the Executive Director.

This position works closely with all church office staff and oversees a small team of office volunteers.

### **Personal Responsibilities**

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While not specifically related to the job, here are some personal responsibilities of everyone on staff at SDPC.

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Be loyal to the vision and staff of SDPC and protect the unity of the church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest and invite the lost to know Jesus and come to SDPC.

### **Your Schedule**

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This is a part-time, hourly position around 20-24 hours a week, with four days in the office.

**For more information or to send your resume, please contact Jeff Jacobsen, Executive Director at 937 705-9521 or email at [jeff@sdpc.org](mailto:jeff@sdpc.org)**