

Ministry Council of the Cumberland Presbyterian Church

Title: Administrative Assistant to the Director of Ministries

Status: Part-time

Accountable to: Director of Ministries

Purpose: To provide administrative support to the Director of Ministries and help coordinate Ministry Council office functions.

Responsibilities:

- 1) Provide clerical and office support to the Director of Ministries, to include maintaining calendars and appointment scheduling. Must be highly organized with a high level of proficiency in computer applications, including but not limited to Microsoft Word, Excel, and PowerPoint.
- 2) Collaborate with the Director of Ministries and the Finance and Administration Manager to ensure accuracy of Council accounts through recognized financial procedures for accounts receivable and accounts payable.
- 3) Coordinate with Council and Central Accounting Department on all accounting functions.
- 4) Maintain files for Director of Ministries.
- 5) Maintain Ministry Council personnel files.
- 6) Coordinate travel for the Council and the Director of Ministries.
- 7) Coordinate special events, including but not limited to Council meetings and Council representation at General Assembly.
- 8) Assist the Director of Ministries and the Finance and Administration Manager with development and implementation of the Council budget.
- 9) Assist with communications by gathering and disseminating information as appropriate through correspondence and denominational publications.
- 10) Coordinate the purchase of office supplies with the Ministry Teams.
- 11) Coordinate, as needed, with Center Interagency Team to help ensure preventative maintenance and necessary repair on office equipment, building, and grounds.
- 12) Assist with implementation of the Council's strategic and operational goals.
- 13) Assist with sustaining an environment of accountability in which each person is expected to serve.
- 14) Serve as recording secretary at Global Ministry Leadership Team meetings, Ministry Council All Hands meetings, and upon request of the Director of Ministries, providing minutes for distribution to members and staff and maintain electronic files for reference.
- 15) Ensure Ministry Council webpages are current.
- 16) Provide transportation and run errands as necessary.
- 17) Other duties as assigned.

Experience and Educational Requirements

- 1) Bachelor's degree preferred or equivalent combination of education and experience.
- 2) Minimum 5 years related experience as administrative assistant or office manager preferred.
- 3) Demonstrate competency with current office software. Raiser's Edge and/or Financial Edge experience a plus.
- 4) Ability to work individually and/or cooperatively with equal success.

Special Requirements:

- Maintain a high degree of confidentiality of files, materials, and employee records.
- Willingness to work flexible hours.
- Position requires sitting 75% of the time and lifting up to 40 pounds on occasion.

Special Working Conditions:

- Will maintain an office in the Cumberland Presbyterian Center, Cordova, Tennessee.
- Terms of employment, other than salary, will be detailed in the Ministry Council Personnel Handbook made available at the time of employment. These terms include benefits, such as vacation and sick leave, office hours, etc.
- The salary will be determined at the time of employment and will be set forth in a memorandum confirming employment.
- Will share in all responsibilities of Ministry Council staff.

Revised 26 February 2015