

# Bethany Presbyterian Church

## Position Description

**Position:** Secretary

**Job Summary:** Provide secretarial and administrative services to the pastor(s) and other church staff, committee chairs, and department heads.

**Accountability:** The employee is accountable to the session and to the head of staff.

### **Duties:**

- Perform the function of secretary to the pastor and other professional staff, committee chairs and department heads, including answering phone, typing, filing, routine correspondence, maintenance of the church calendar and coordinate church activities
- Responsible for the production of materials through the use of computers, printers, photocopiers, and other equipment used by the church
- Maintain the church address list, including e-mail addresses
- Responsible for the ordering of church supplies
- Coordinate service and maintenance of church office equipment as needed
- Prepare church bulletins, announcements, letters to the congregation, weekly and monthly newsletters, for email and standard mailing
- Be conversant with good secretarial practices, English, and spelling
- Exercise initiative and show good judgment in all phases of the job
- Keep confidential matters confidential
- Be friendly, courteous, and compassionate
- Other duties as requested

**Work hours at the church:** 12-15 hours/week, days and hours to be determined

**Other work hours:** as needed

### **Qualifications:**

- Be familiar with Microsoft Office Suite applications, especially Word and Excel using a MAC
- Ability to prioritize, organize and track multiple tasks
- Familiar with a variety of office machines: printers, copiers, scan, etc.
- Willing to continue to learn on the job, to take on new tasks as required
- Ability to work well with others

September 12, 2022