



REDDEMER PRESBYTERIAN CHURCH JOB DESCRIPTION

POSITION: Administrative Assistant - Lincoln Square

FLSA STATUS: Non- exempt

BAND: 5

DEPARTMENT: Lincoln Square Congregation

REPORTS TO: Lincoln Square Project Manager

DATE: March 27, 2017

WORK HOURS: Part-time; 12-15 hours per week

POSITION SUMMARY:

Coordinates and offers administrative support for the Lincoln Square staff team. This position is highly tactical and administrative in nature. Strong organizational, multi-tasking, problem-solving and interpersonal skills are essential.

JOB DESCRIPTION:

1. Worship

- Coordinate proof and printing of Sunday worship bulletins
- Recruits volunteers for special service functions (i.e., offering Prayers of the People; serving as Scripture Readers, etc.)
- Coordinate with congregants as necessary for the special-service components of worship services including baptisms, new members, testimonies, and Prayers of the People.
- Compile Sunday announcements and provide to Sunday Operations Manager and Worship Leader prior to Sunday service.

2. Ministry Events

- Provide administrative support for ministry events, including but not limited to inputting attendance, printing materials, ordering event supplies, and printing nametags

3. Communications

- Coordinate and schedule bi-weekly Lincoln Square email updates
- Coordinate and schedule email event invitations and reminder emails for any congregational or leader and volunteer events
- Coordinate and schedule follow-up emails after events

4. Administrative Support

- Assist in departmental administrative responsibilities including expense reports, printing, scheduling, and TouchPoint database work
- Submit bills through bill.com
- Check LincolnSquare@redeemer.com and respond or forward emails as necessary
- Manage Redeemer Lincoln Square event calendar and room reservations
- Input Redeemer Lincoln Square visitors into the building database for entry

QUALIFICATIONS:

Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City. Minimum four-year college degree required. Must be a highly proficient administrator who is detail-oriented. Must also be able to manage multiple projects simultaneously and follow through on details to completion in a timely manner. Must be available on Sunday.

SKILLS AND EXPERIENCES

Excellent organizational, communication and interpersonal skills. Proficient in MS Office applications (Word, Excel) and online applications (Google calendar/docs). Experience in writing and editing a plus.