

## **Administrative Assistant**

St. John's Presbyterian Church is the oldest African-American Presbyterian congregation in Michigan, founded April 27, 1919. We are a Matthew 25 congregation. With the current combination of worldwide pandemic and social unrest we are emphasizing our connection and commitment to be God's light in this community. We are seeking an energetic, community oriented, self-motivated individual to work with us as we move forward.

St. John's is seeking an Administrative Assistant to handle routine and advanced duties to support the session, the pastor, and our various ministries and missions of the church. We are looking for an individual who is efficient and both comfortable being a member of a team and working independently. This person will have the ability to multi-task, while maintaining multiple schedules and providing administrative support. The ideal candidate for this job is resourceful, a good problem solver and organized. Assuring a steady completion of workload in a timely manner is key to success in this position. This position is essential to the growth of St. John's ministry and mission.

### **PURPOSE**

The Administrative Assistant provides routine and advanced clerical and administrative assistance to the church.

### **ACCOUNTABILITY**

The Administrative Assistant will work within the established Presbyterian Polity, and the bylaws of St. John's Presbyterian Church. They shall be responsible for the assignments as noted; shall have authority, within Session policy for assigned responsibilities; shall be accountable to the Pastor/Head of Staff, and responsible to the Session through the Administration & Personnel Committee.

### **Responsibilities**

The following indicates the work of the Administrative Assistant and is not meant to be exhaustive. Changes may be made in accordance with the needs of the church.

- Proficient typing/computer skills to generate memos, emails and reports when appropriate
- Assist coordination of monthly newsletters, flyers and announcements for various church programs
- Prepare notices/bulletin for Sunday service
- Assist committee chairs with preparation of documents/reports/flyers
- Assist Property & Finance chair with creation of Operation Manual
- Respond to questions and requests for information from congregants and general public
- Answer incoming calls and assume other receptionist duties when needed
- Share communications and information from/with Presbytery of Detroit as directed

- Implement and monitor projects as directed by the Pastor, Session committee chairs, and see these projects through to completion
- Assume responsibility for maintenance of office equipment, including computers, and copy machine
- Maintain office supplies by checking inventory and order items consistent with budget guidelines
- Be present for annual performance and employment review by Administration & Personnel Committee and Pastor/Head of Staff

### **Qualifications & Skills**

- Bachelor's degree or minimum of 2 years office management or equivalent experience required
- Proficiency in Microsoft Office (Office 365) with expertise in Microsoft Word, PowerPoint, Excel, and common Email programs
- Working knowledge and skill with various social media platforms (i.e Facebook, Instagram, YouTube etc)
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented, reliable, and comfortable working with minimal supervision
- Exceptional written and verbal communication skills
- Superior organization skills and dedication to completing projects in a timely manner

### **Hours and Salary Range**

- 20-25 hours/week, flexible scheduling
- \$11,700 - \$19,500/year

### **Benefits**

- Part-time schedule
- Flexible personal time off
- Competitive salary

### **Submission Information**

Please submit your statement of interest and resume to:  
 Elder Sharon Moore, Administration & Personnel committee chair  
 St. John's Presbyterian Churches  
 1961 E. Lafayette  
 Detroit, MI 48207  
[info@sjpcdetroit.org](mailto:info@sjpcdetroit.org)  
 (313) 432-8829