Presbytery of Middle Tennessee

Job Description: Administrative Assistant

(Part time: 16-18 hours; without benefits; Non-Exempt)

The Administrative Assistant provides support to the Presbytery staff and its committees. The Administrative Assistant assists with operation and management of the Presbytery office.

Essential Duties:

1. Support of the Presbytery Staff
   - Assist the Co-Executive Presbyters with calls and correspondence, filing, report preparation as needed and with confidentiality
   - Maintain office files (paper and electronic)
   - Assist staff with emails, correspondence, mailings, and communications
   - Log checks received and prepare deposits using approved financial safeguards as adopted by the Finance Committee
   - Review, get approval, and process invoices and expense vouchers for payment; mail payments per Accountant’s request
   - Assist the Stated Clerk in keeping the rolls of Presbytery meetings if requested

2. Support the work of the Presbytery and its Committees
   - Maintain the Presbytery directory and committee membership
   - Manage Presbytery’s calendar of events and reserve meeting space
   - Update the Presbytery’s website including the Directory, Committee lists, Newsletter and the Presbytery meeting page
   - Maintain committee agendas and minutes with attachments on the Presbytery’s network
   - Assist the Stated Clerk with Statistical Reports and Annual Reports—if needed
   - Provide administrative support to Presbytery committees (meeting notices, mailings, etc.) as requested
   - Assist the Stated Clerk with Presbytery’s electronic files
   - Assemble and distribute Presbytery meeting packets at the direction of the Stated Clerk
   - Staff registration of Presbytery meetings
   - Create and distribute an email newsletter on a bi-monthly schedule

3. Operation and Management of the Office
   - Maintain scheduled office hours, order supplies as necessary, responsible for office equipment, and manage the day to day operation of the Presbytery office
   - Arrange for all meetings held at the Presbytery office

Accountability:
The Administrative Assistant shall be supervised by the Co-Executive Presbyters and is accountable to the Presbytery through the Co-Executive Presbyters and the Personnel Task Force.

Evaluation:
The Co-Executive Presbyters and the Personnel Task Force will review and evaluate the work of the Administrative Assistant annually.

June 13, 2019 – Approved by the Personnel Task Force