



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description			
Ministry Assistant			
Reports to:	Program Staff	Effective:	January 31, 2023
		Updated:	January 31, 2023
Also Supports:		Status:	F/T
		FLSA:	Non-Exempt
Job Summary:			
The Ministry Assistant offers administrative support and assistance for the different programmatic areas of Second Presbyterian Church.			
Essential Functions:			
<ul style="list-style-type: none">• Provide administrative support for programmatic areas and related ministry teams.• Schedule spaces for activities, including reservations, set-up, AV.• Submit updates for the webpage to the communications team.• Facilitate publicity for events and programs, working with the communications team.• Prepare mail and email communications, correspondence, and reports as requested, maintaining special mailing lists.• Provide administrative support for ministry teams, including preparation of minutes, agendas, copying, etc.• Track attendance for events and programs when necessary and enter into church database.• Maintain/update registrations for special events; tend and track financial deposits.• Coordinate details related to outside trips. (Van rental, accommodations, food, etc.)• Initiate background checks of all volunteers working with children; maintain list of authorized volunteers.• Prepare materials for programs and events.• Perform other related duties as determined by the program staff.			
Other Responsibilities:			
<ul style="list-style-type: none">• Attend calendar staff, administrative support staff, and all staff meetings as scheduled.• Provide front desk support during lunch hour once per week.• Carefully proofread everything that comes across desk for mailing or copying, especially noting names, dates, and time.• Manage any calendar requests.			

Minimum Qualifications:

- 3 years' experience as administrative assistant, office manager, or comparable position, preferred.
- Software skills: Membership Databases, eSPACE Calendar, MS Office: Word, Publisher, Excel, Outlook; Windows, Internet.
- Must be proficient in using office equipment.

Core Competencies:

- *Attention to Detail:* Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- *Initiative:* Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- *Technical Expertise:* Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- *Priority Setting:* Spends her/his/their time and directs the time of others to what is important; quickly zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- *Team Orientation:* Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for her/his/their part in team failures.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.