



STAFF POSITION DESCRIPTION

Administrative Manager

Approved: April 3, 2011

Category: Hourly, Full Time

Weekly Schedule: At least the same as the normal business hours of the church offices 9:00am to 4:00pm. As a general rule, a work week will be considered 5 days per week.

Purpose: To help enable and assist Eastminster Presbyterian Church and its members in the pursuit of its vision, programs and ministries.

Accountability: Primarily accountable to the head of staff as supervisor and secondarily to the Administration and Personnel committee.

Primary Responsibilities:

1. Manage the Haines Administrative Center as a friendly and professional environment to conduct EPC business.
2. Manage the Haines Administrative Center as an important source of information about EPC to the public and the membership.
3. Supervise the use of office resources (i.e. copy machine, computers, preparation of materials, etc.).
4. Answer and ensure church phone is answered and voice messages are returned in a timely manner.
5. Supervise the preparation and assembly of congregational mailings.
6. Manage the preparation and printing of the Annual Report for the Congregational Meeting as submitted by committee moderators and staff.
7. Receive communications and concerns from the membership and public and refer them to the proper ministry.
8. Oversee the preparation and publication of the weekly church bulletin.
9. Oversee the preparation and publication of the monthly newsletter.
10. Maintain EPC's filing and document management system(s).
11. Initiate background checks on volunteers and employees and forward reports to chairman of the Administration and Personnel Committee.



Primary Tasks:

1. Organize and delegate daily tasks for office volunteers.
2. Publish announcements in the bulletin, newsletter and on the website in accordance with guidelines set by Session.
3. Maintain membership database as current as possible from Session minutes and other credible sources.
4. Compile and print reports from membership records as requested (using Servant Keeper software) to support EPC programs & ministries.
5. Cooperate with and assist the appropriate committee in the rental of facility space/rooms.
6. Procure office supplies and oversee maintenance of office equipment.
7. Receive mail and forward to appropriate persons in a timely manner.
8. Maintain the central calendar and the events calendar and record room reservations.
9. Submit monthly report to and attend the Administration and Personnel committee meetings when requested.
10. Assist church officers and their committees in support of their ministries and perform other tasks as assigned by the Head of Staff.
11. Attend and participate in staff meetings.

Accommodations:

1. Must be able to attend evening meetings as needed.

Approved by Session June 22, 2015.