

MINISTRY DESCRIPTION

POSITION: Assistant Program Support/Administrative Assistant (Part-Time 25 hours, Non-Exempt)

SUPPORTS: Youth and Children's Ministries, Caring, Adult, and Missions

REPORTS TO: Program Support & Senior Administration Lead

MINISTRY OVERVIEW: The Assistant Program Support/Administrative Assistant provides overall administrative function and support to ministries and teams.

NPC STAFF COVENANT: Serving NPC into the 21st century and seeking to be a brilliant beacon of Christ's light in the world, we, the staff of Noroton Presbyterian Church, turn to the power and mystery of the Trinity as our covenantal anchor! We boldly and joyfully affirm God in three Persons - the holy embodiment of encircling love - intimate, equal, and interconnected! As a trusting and collaborative team, we are seeking to discover, experience, and pass on the revealed, felt presence of God; the Father, Son, Holy Spirit, Creator, Redeemer, and Sustainer! From within this circle of Love, then, we come to discern and fulfill, by grace, God's purposes, God's visions, and God's missions for our lives, for Noroton Presbyterian Church, and for the "body of Christ" universal. In our covenantal model, we try to imitate the Godhead, three in one, who creates and blesses (the Father), who redeems and restores (the Son), and who encircles and empowers (the Holy Spirit), who together unites and loves!

RESPONSIBILITIES:

1. Provide administrative function for the above ministries including, but not limited to, scheduling meetings (in person and virtual), maintain calendars, mailings, emails, phone calls, copying, scanning, and faxing.
2. Maintain and update ministries database, streamline communication through text and email, track worship attendance.
3. Support and assist with arranging various church programs, events and mission trips throughout the year.
4. Provide a good line of communication for students, parents, and congregants.
5. Maintain children's and youth check-in and out system.
6. Back-up other Administrative Assistants during vacation, sick leave and other times as required.
7. Attend NPC staff meetings, staff training, and staff retreats.
8. Other responsibilities as assigned by supervisor.
9. Flexibility to assist on weekends or evenings for special events.

DESIRED QUALIFICATIONS:

1. A maturing disciple of Jesus Christ.
2. Education: A.A. or the equivalent.
3. Work Experience: Experience in an administrative or program support role, preferably in a church or non-profit context.
4. Strong relational, organizational and communication skills (verbal and written).
5. Computer skills in a PC and/or Mac environment utilizing Microsoft 365 Office Suite (Word, Excel, Publisher, PowerPoint), Microsoft teams virtual video conferencing, Constant Contact, and database software.