

Administrative Assistant (10-hours)

Calvin Presbyterian Church is seeking an experienced support staff person to join us in Forming Community, Transforming Lives, and Reforming Our World. This individual is responsible for carrying out operational duties of the church office alongside the Director of Administration and Communication. The successful candidate carries out these functions while providing a cheerful and organized atmosphere for all who enter or contact Calvin Presbyterian Church; meeting the needs of staff, guests, volunteers, and congregants with care and discretion.

Responsibilities:

- Use MS Office, Adobe CC, and other productivity software to create and save/print documents (e.g., brochures, flyers, posters). Use office equipment to print, fold, and distribute or mail written materials as directed by the Director of Administration and Communications.
- Compile, format, and produce weekly worship bulletin in coordination with Pastor and Music Director.
- Provide support for the receptionist volunteers by answering phones and greeting guests.
- Inventory and order supplies for the church office and sanctuary as needed.
- Maintain a working knowledge of member database (ServantKeeper) including standards of accuracy and consistency for entering and updating information for individuals and families. Enter and retrieve information from the database through existing queries and print mailing labels.
- Maintain a working knowledge of online calendar system including standards of accuracy and consistency for entering and updating events. Update Guest use of the facility when directed by the Hospitality & Facility Director.

Core Competencies:

- **Mission Ownership:** Willingness to embrace Calvin Church's vision, mission and core values, and to enthusiastically promote them to others.
- **Software Proficiencies:** Demonstrates basic ability to use Microsoft Office Suite and Adobe Creative Cloud Programs. Able to gain working knowledge of member database (Servant Keeper), online calendaring systems, and social media platforms.
- **Accuracy:** Enters and updates information and creates documents correctly and consistently.
- **Communication Skills:** Able to communicate effectively to both individuals and groups within both the congregation and the community, both in person and through a variety of media.
- **Interpersonal Skills:** Able to listen well and interact with charity toward others, offering hospitality, and seeking constructive solutions when problems arise. Maintains confidentiality of information.

Calvin Presbyterian Church (PCUSA) is 300-member congregation called by God to Form Community, Transform Lives, and Reform Our World in the city of Shoreline and the greater Seattle Area. Our staff team takes seriously our responsibility to serve the church and our community without taking ourselves too seriously. If you have a living faith in Jesus Christ and gifts in administration and communication, we would love to hear from you. Send cover letter and resume to administrator@calvinpc.org