

Title

Administrative Associate, Presbytery for Southern New Jersey
Position Description

Introduction to the Presbytery

The Presbytery for Southern New Jersey, from offices in Haddon Heights, NJ, coordinates the activities of the Presbyterian Church (U.S.A.) with 57 member churches located throughout southern New Jersey. The Presbytery and its Committees, by the support and leadership of the staff, seek to further God's purposes in the world. The Administrative Associate is a key member of the Presbytery's staff.

Responsibilities

- Provide administrative support services to the Executive Presbyter, Stated Clerk, Moderator, Moderator-Elect, other commissions/committees and groups of the Presbytery as requested.
- Work under the immediate supervision of the Executive Presbyter.
- Maintain strict confidentiality with regard to sensitive information.
- Maintain the database of congregations, clergy, committee members and other governing bodies and, as needed, distribute Directory copies.
- Maintain records of memberships for committees; prepare and distribute letters for election/appointment and for the conclusion of service.
- As needed, maintain and update Manuals of Operations, Procedures and Policies of the Presbytery.
- Coordinate communications for website, e-newsletter, and other platforms.
- Maintain the Presbytery calendar for website publishing.
- Prepare and distribute agenda packets in advance of Presbytery meetings and distribute minutes after the meetings, as directed by the Stated Clerk
- Prepare documents for meetings of the Leadership Council/Trustees and Presbytery Committees/Commissions, in consultation with the Stated Clerk and/or the appropriate Committee/Commission chairperson.
- Coordinate arranging presbytery events.
- General office functions, including ordering of supplies and publications.
- Support Mission Commission's grant application process, as requested.
- Perform additional administrative duties as assigned by the Executive Presbyter.

Qualifications:

- Flexibility, initiative, good judgment and the ability to assume administrative responsibilities independently in cooperation with all members of Presbytery staff.
- Ability to work with and relate to diverse persons and groups in an organization [while respecting personal boundaries (see Misconduct Policies)]
- Excellent computer, data base and word-processing skills. Knowledge of Microsoft 365 (all components) and Outlook email.
- Proficiency in written and verbal communication.
- Ability to operate standard office equipment
- Previous experience preferred in church, non-profit organization or social service agency.
- Willingness to develop a working knowledge of the Presbyterian Church (USA), its polity, mission and relevant parts of the Book of Order of the PC(USA) and the Policies and Procedures of the Presbytery.

Location and Working Hours

The presbytery office is located in Haddon Heights, New Jersey. The hours are 28 hours per week, 8:30 am – 4:00 pm, Monday -Thursday. There are some evening meetings and local travel.

Salary

\$20.00/hr. commensurate with experience

Benefits

Health benefits available

Send resume by September 12th to:

Rev. Dr. Deborah Brincivalli

revdeb@presbyfsnj.net

8/31/23