



Job Posting:

Date: May 22, 2019

Job Title: Administrative Assistant to the Council of Southern California Presbytery

Reports To: Moderator of the Council of the Southern California Presbytery

Position Status: Part-Time, Hourly

Hire Rate: \$20.00 per hour

Location: Work from home

Apply Directly to: SoCalPresby@sapres.org with a Cover Letter and Resume

Closing Date: Open until Position Filled

The Administrative Assistant is responsible for coordinating the administrative needs of the Presbytery, by working with Council members and ECO staff to achieve the Presbytery's objectives.

Job Responsibilities and Duties:

- Maintain and continually updates Presbytery-wide database for the continuity and consistency in communication
- Work with Stated Clerk to maintain records, rosters, and data
- Work with the Moderator, Vice Moderator, and Committee Chairs (MPT, PMOT, Nominating, Church Planting, and Treasurer) to help prepare agendas for Council meetings and Presbytery Gatherings
- Coordinate all logistics of Presbytery Council, Gatherings and Retreats including but not limited to location, speakers, food, such as A/V, transportation
- Ensure timely payment to all vendors from Treasurer
- Maintain the Presbytery Basecamp site to ensure names and emails revised and actions updated accurately to the Presbytery.
- Coordinate revisions of the Presbytery Web site and links to National ECO office.
- Additional responsibilities as necessary in support of the work of Executive Counsel as directed by the Moderator or Moderator delegated Executive Council Represented.
- Average hours should not exceed 20 weekly hours unless as authorized by Moderator. Moderator to approve weekly hours of 20+ unless delegated and approved by Counsel
- Expenses for ECO National Gathering and Presbytery Retreat to be expensed to the Presbytery.

Essential Requirements:

- Candidate must be able to perform tasks accurately with attention to detail
- Strong computer skills required

- Ability to communicate clearly in English both verbally and in writing
- Must be a committed follower of Christ and active member of a Christian Church

Education and Experience:

- Bachelor's Degree preferred
- 4 year's work experience as an Administrative Assistant