

VACANCY ANNOUNCEMENT due to upcoming retirement
Office Assistant/Resource Center Coordinator
Presbytery of Kiskiminetas, Yatesboro PA

Job Purpose: To assist the Administrative Assistant/Bookkeeper, welcome visitors to the Presbytery office, manage the Resource Center and pulpit supply list, maintain supply inventories, and cost-effectively distribute Presbytery communications.

Duties and Responsibilities: Keep a log of available preachers, compare with pulpit supply needs, make appropriate matches and notify all involved of the match. Use computer programs (Outlook, Word, Excel, Access, and Publisher from Microsoft WordPress, and OnDemand from ACS) daily. Maintain library-style resource center to include ordering new resources, shelving and pulling resources as needed, pruning inventory. Answer telephone and transfer calls as appropriate. Open and distribute or act upon mail as required. Receive all incoming payments and create deposit spreadsheets, voucher invoices and create credit card spreadsheets as needed. Regularly inventory supplies and maintain adequate supply levels. Create registration for events and polls as needed. Attend Presbytery meetings where held, with schedule adjustment as needed to maintain regular number of work hours per week. Comply with all Presbytery policies and responsibilities.

Qualifications: Specialized knowledge: ability to use Microsoft Office software at a level of average or above (Outlook, Excel, Word, Publisher) with the ability to learn Microsoft WordPress, Access, and OnDemand by ACS within the first 3 months of employment via online training or on-the-job training. Ability to file and retrieve documents, both manually and electronically, ability to seek guidance early when faced with a new or challenging situation, ability to answer requests by phone, in person, or electronically. Prefer a person who is friendly, trustworthy, and able to maintain confidentiality.

Working conditions: The position requires that the employee work at the Presbytery office in Yatesboro, as well as at meetings of the Presbytery in various locations throughout the multiple county coverage area (4 or 5 per year). Reliable transportation is a necessity as public transportation is not available locally.

Physical requirements: This job requires the ability to sit at a desk, working at a computer, for much of the work day. At least above average manual dexterity is critical. The job also requires the ability to move about the office to secure files or provide assistance at the front desk when necessary. The ability to lift up to 50# boxes and carry boxes to the office from a vehicle (up steps and at least 50') is essential when handling bulk mailing projects, at least one monthly. This job also involves the use of a multi-line phone.

Supervision: This position is not a supervisor. This position reports to the Administrative Assistant and receives guidance about resources from a committee.

Remuneration: This position works 40 hours per week. Pay range is between \$10 and \$12 per hour to start, depending on experience.

To Apply: Please forward your resume via email (as an attachment) to the Rev. Kathy Nice of the Presbytery's Administration Team at rev.kathy.nice@gmail.com. Resumes will be screened by the panel at least twice per month.