

**NATIONAL PRESBYTERIAN CHURCH  
ADMINISTRATIVE ASSISTANT FOR CARE MINISTRIES  
POSITION DESCRIPTION**

The Administrative Assistant (AA) for Care Ministries is a full-time, non-exempt position. The Care Ministries AA is responsible for supporting the Care Council and all programs, initiatives, and ministries it oversees, as well as assisting the Associate Pastor for Congregational Care.

The general work week for this position is Monday through Friday with occasional evening and weekend responsibilities. This position is under the direct supervision of the Associate Pastor for Congregational Care, and requires an ability to maintain strict confidentiality.

**ESSENTIAL FUNCTIONS**

1. Congregational Care information.
  - a. Receive, track, and respond to pastoral care communications from pastors, staff, and congregants.
  - b. Prepare, copy, and distribute weekly prayer information.
  - c. Learn and use the church data base software (“Church Community Builder”)
2. Provide administrative support to the Care Pastor.
  - a. Maintain and manage Care Pastor’s calendar, visitation, supplies, travel, expenses and reports.
3. Provide administrative support for “Care Ministries”
  - a. to include groups such as the Care Council, Deacons, Stephen Ministry, Military Ministry, special outreach projects, and Adult Fellowship.
  - b. Managing assigned elements of the Care budget and other care-related accounts.
4. Coordinate memorial services and liaise between family and pastor on logistical details.
5. General administrative duties as may be assigned from time to time as a member of the administrative staff: including answering the church main phone, greeting visitors, and accepting packages/mail.

**CORE COMPETENCIES**

- a. Strong interpersonal skills—demonstrated ability to listen, to relate to people of all ages, and to maintain a calm, patient demeanor, including when others are grieving or stressed. Able to maintain strict confidentiality of information related to congregation members and staff.
- b. Able to manage multiple tasks, events, logistics and deadlines, staying on task when a supervisor is not present.
- c. Competence with Microsoft Office products, and ability to learn and use the church data base software.
- d. Competence in customary secretarial, receptionist, and administrative assistant functions.

**MINIMUM QUALIFICATIONS**

- a. Bachelor’s degree from a four-year college or university is preferred.
- b. Strong communication skills in English, including listening, writing, and oral communications.
- c. A mature, personal relationship with Jesus Christ, moral and emotional strength, adherence to Biblical principles, and a demonstrated love for the Church of Jesus Christ.
- d. Ability to subscribe to and adhere to the Church’s *Biblical Standards for Christian Leaders*.
- e. Ample emotional and spiritual “bandwidth” to allow focus on meeting the needs of others.
- f. Flexibility in work schedule as the position may require some evening or weekend hours.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- b. Regularly required to sit, stand, talk, walk, and hear.
- c. Frequently required to climb stairs, reach with hands and arms, and stoop, kneel, or crouch.
- d. Occasionally required to carry items from one building to another on the church campus.
- e. Regularly lift and/or move up to 15 pounds.

**COMPENSATION**

Salary range per year: \$47,000-\$51,000. Excellent benefits package (including health insurance)