



Position:
**Administrative Assistant to Clergy and Lay Leaders of
Northside Presbyterian Church,
St. Aidan's Episcopal Church, and
Northside Associated Ministries**

Northside Associated Ministries (NAM) seeks a part time Administrative Assistant. NAM is a partnership of St. Aidan's Episcopal and Northside Presbyterian churches that share church facilities and many common goals. Since 1970, the congregations have shared an ecumenical ministry and relationship dedicated to providing an inclusive community for liturgical worship, spiritual growth, and social justice. NAM is the corporate entity that holds the property for the two churches and the NAM Joint Assembly is the oversight body for the shared operations and ministries of the two congregations. The Joint Assembly is made up of the members of Northside Presbyterian Session and St. Aidan's Episcopal Vestry. It has responsibility for the property, joint programs, and shared staff of the organization.

The Administrative Assistant handles routine duties and additional assignments to support the Clergy and lay leaders of St. Aidan's Episcopal Church, Northside Presbyterian Church, and Northside Associated Ministries in our various ministries and missions. We are looking for a person with good working knowledge and understanding of the elements of Christian worship and the ability to perform a wide variety of duties. The ideal candidate for this job is a resourceful problem-solver and an effective, tech-savvy communicator. Some duties can be performed remotely.

Primary Responsibilities include, but are not limited to, the following; changes may be made as needed.

1. Support for Clergy

- With direction from the clergy, prepares and publishes weekly worship and special service bulletins, weekly bulletin announcements; distributes bulletins and announcements to congregations via print and/or electronic means.
- Reports music used in worship to copyright holders and monitors that subscription to the licensing service is up to date.
- Assists clergy with a variety of office work upon request.

2. Support for Lay Leadership

- Receives and monitors schedules of weekly worship duties from congregational worship committees.

- Sends reminders of weekly worship assignments to members.
- Maintains church records as directed by clergy, Northside Presbyterian Clerk of Session, and St. Aidan's Senior Warden.
- Assists lay leaders as needed with other office work.

3. Point of Contact

- Functions as the first point of contact for tenant organizations, visitors, interested members of the public, service providers, and members of the congregations, answering basic questions and referring other inquiries to the appropriate clergy member or lay leader as needed.
- Operates with strict confidentiality and integrity.
- Distributes mail, and opens, reads, and responds in a timely manner to all general correspondence--mail and email--related to church matters.

4. Office and Building Management

- Manages and maintains the schedule of building use by congregational and NAM committees, building tenants, and those who rent meeting space from NAM, serving as the coordinator for scheduling.
- Maintains organization, cleanliness, and functioning of office and its equipment; requests service as needed.
- Initiates orders for approved purchases of items needed for the operation of the churches and NAM; maintains records of purchases; refers invoices to the appropriate treasurer for payment.

Supervision and Evaluation

- Reports and answers to the NAM Personnel Committee, working under daily supervision of the clergy and the NAM Building and Grounds Committee.
- Will be evaluated by the NAM Personnel Committee and clergy after completion of a 120-day probationary period. Thereafter, performance evaluations will occur on an annual basis.
- Will be relieved of duties if performance has not been satisfactory during the probationary period or later if performance weaknesses and/or omissions are significant, recurring, and not corrected.

Skills, Knowledge, and Abilities

- Understanding of and familiarity with the elements of Christian worship.
- Capacity to grow in insight and understanding of the differing polities of the Presbyterian Church (U.S.A.) and The Episcopal Church as they relate to the worship and work of the two congregations.
- Ability to learn and understand the structure and functions of Northside Associated Ministries.

- Capacity to treat people in a sensitive, professional manner and to act with the utmost confidentiality.
- Ability to work with minimal supervision; willingness to work remotely if necessary.
- Proficiency in office technology such as:
 - Microsoft Office applications
 - Google applications
 - Signup Genius
 - Survey Monkey
 - Canva
- Proficiency in written communications, including newsletters.
- Proficiency in managing social media, including Facebook, Instagram, and others.
- Experience identifying and writing grants.
- Willingness to adopt new technology, learn new skills, and participate in required training.
- Ability to organize and maintain schedules and calendars.

Hours and Salary

- 12-21 hours/week in-office over three days; time of day may vary.
- \$18.00 per hour or more, depending upon level of expertise, especially as regards technology and social media, and complexity of work to be performed.

Applicants are invited to send cover letter and resume to:

NAMjobsA2@gmail.com