



I N D E P E N D E N T
P R E S B Y T E R I A N C H U R C H

J O B D E S C R I P T I O N

Position Title: Community Ministries Executive Assistant

Status: Full Time

Reports To: Associate Pastor for Community Ministries

FLSA: Non-Exempt

Applications to sclayton@ipc-usa.org by February 28, 2018

Job Summary: The Community Ministries Executive Assistant provides administrative and program support to all of the Community Ministries of IPC, coordinating the IPC Food Pantry, all department scheduling, communications, publicity, correspondence, database management, and volunteer management and support. The Community Ministries department includes Local and Global Mission, The Children's Fresh Air Farm, STAIR at IPC, The Open Door, Social Services, the IPC Food Pantry, the Grantmaking aspect of the IPC Foundation, and duties of the Associate Pastor for Community Ministries in the wider ministries of IPC and in Presbytery work. The CM Executive Assistant reports to the Associate Pastor for Community Ministries, and works closely with all CM staff and volunteers.

RESPONSIBILITIES/DUTIES:

1. Greet visitors to Community Ministries and assist those seeking assistance, or direct those seeking other ministries of the church to find their way. Provide a good first impression for anyone visiting, calling, or emailing the CM ministry. Treat all of our visitors with equal respect and dignity.
2. Provide administrative support to IPC's entire CM ministry, to help insure overall well-coordinated Community Ministries, including Administrative support to the Director of Community Ministries, the Director of The Children's Fresh Air Farm, and the Coordinator of IPC Social Services.

3. Manage communications for Community Ministries programs, including regularly reviewing church website to ensure that all CM content is updated appropriately, assisting with the promotion of CM events in IPC communications on social media and in print publications such as the E-Update, the Window and the worship bulletins.
4. Provide administrative support for special events within CM or hosted by CM in the community, including invitations, publicity, registrations, room, childcare, food and vehicle requests, necessary forms and logistics.
5. Provide administrative and logistical support to the global mission teams from IPC in preparation of mission trips abroad each year.
6. Keep a shared drive of content for the CM ministries well organized, regularly updated, and available for all CM staff, including updated ministry team rosters, and working documents within CM such as charters, agendas, action items, and minutes for Witness Ministry Team meetings and Children's Fresh Air Farm Subcommittee meetings.
7. Ensure all CM events are listed on IPC's master calendar to avoid schedule conflicts within CM and with other IPC ministries.
8. Prepare Witness Ministry Team report and updates for Witness Strategic Plan for IPC Session/Committee meetings.
9. Send acknowledgements for all donations to Community Ministries, IPC Social Services, The Open Door, and Children's Fresh Air Farm, including memorials, honoraria, and regular donations.
10. Provide donation forms for those bringing donations of food, toiletries, or other supplies for CM.
11. Manage the IPC Food Pantry to include making appointments for clients to come in to receive food, and scheduling volunteers to host those clients.

12. Assist with communication with all CM ministry volunteers serving programs including The Open Door, The Children's Fresh Air Farm, First Light, the Food Pantry, Habitat for Humanity, and other volunteer opportunities.
13. Serve as back-up IPC receptionist as needed occasionally.

REQUIRED SKILLS/ABILITIES:

1. Desire to serve God, the church and community by supporting the Community Ministries of IPC.
2. Ability to work well as part of Community Ministries team, which includes CM staff and numerous volunteers. Excellent interpersonal skills.
3. Ability to work with a varied population of people visiting the Community Ministries office, including those living in poverty, homeless, a variety of racial/ethnic backgrounds, educational levels, and abilities. Treat each person with respect and compassion.
4. Ability to communicate and coordinate with IPC community volunteers and leaders.
5. Ability to multitask and prioritize daily workload. Strong planning and time management skills.
6. Excellent computer, website, publishing, database, and social media skills, including facility with Microsoft Office, Powerpoint and Adobe, and a commitment to stay abreast of technology.
7. Possess a high regard for and ability to maintain confidentiality of any information that becomes available.

PHYSICAL DEMANDS:

1. Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
2. Visual acuity, with or without correction.
3. Talking—expressing or exchanging ideas by means of the spoken word.
4. Hearing—perceiving the nature of sounds at normal speaking levels, with or without correction.