



INDEPENDENT
PRESBYTERIAN CHURCH

Administrative Assistant to Director of Operations and Administration

Reports to: Director of Operations and Administration

Status: Part-time (Monday/Friday), Non-Exempt

To apply, please send resume and cover letter to jobs@ipc-usa.org. Please no calls at this time.

About This Role

The Administrative Assistant to Director of Operations and Administration provides support to the Director of Operations and Administration and serves as church receptionist 2 days per week. This position reports to the Director of Operations and Administration.

The Administrative Assistant will focus on three primary areas of service:

1. In the receptionist role, provide a professional assistance and support for anyone visiting, calling or emailing IPC. Provide helpful, concise information.
2. Provide professional administrative support to the Director of Operations and Administration, thus enabling him to focus on more complex aspects of his responsibilities.
3. Help in other areas as the need arises and availability allows

Primary Responsibilities and Tasks

In the receptionist role, provide a good first impression for anyone visiting, calling or emailing IPC. Provide helpful, concise communication to the staff or membership as needed.

Support the IPC ministries by supporting its staff and congregation. This includes answering their questions and going above and beyond to help members feel welcomed and heard. Serve as the central hub and primary contact for information regarding events, funerals, fundraisers, classes, church calendar, church programs, Social Services, outside groups, etc.

- Professionally greet staff, members, visitors and vendors and assist as needed. Represent IPC professionally and warmly, understanding this role is often the “face /voice” of the church for many people.
- Answer phone calls and assist callers as needed, including church members, people seeking aid or assistance and vendors. Transfer calls to the appropriate person if unable to assist personally. Screen Sales Calls as appropriate.
- Apply postage on outgoing mail for all departments
- Distribute incoming mail and packages
- Knowledge in Excel, Word and Shelby Next is mandatory.

- Broaden knowledge of IPC and foster interaction and relationship with staff and church members by attending various services and/or events throughout the year, thus being able to offer information to guests and member more effectively.
- Coordinate information with other Administrative Assistants who work the Receptionist Desk.
- Assist external vendors, suppliers and workers (i.e. Citca, Buffalo Rock, FedEx, USPS, UPS, etc.)
- Point of Sale/Distribution for Youth Ornaments, Fruit, Giving Tree, Holiday House, Grace Group books, Blessing Cards, Stockings, etc.
- Keep receptionist area clean and organized; Call on Lost and Found items when possible
- Communicate regularly with the Director of Operations and Administration to ensure he receives clear, current and open flow of information
- Liaison with security team
- Put cart in/out daily to enable members to pick up items without coming inside.
- Display “on-call” list for front desk for after-hours security and for staff contacts on Sundays
- Attend and contribute to Staff, Administrative Assistants and Operation meetings

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- Demonstrate discretion and confidentiality based on the delicate nature of information associated with ministry.
- Seek or create organization opportunities that would result in a more efficient workflow
- Provide assistance as needed by Director of Operations and Administration. This may include researching topics, creating Word or Excel documents, assisting with communications and other special projects.
- On-going duties for this position may include: Room Arrangement forms, communicate monthly A/V needs to IT, emergency Contact forms (receptionist area and Congregational care duplicate), updating volunteer information, mailing monthly invoices for Memorial and other service flowers, fold maps for Sanctuary Pews, update Staff birthday list and communicate monthly with supervisor; track prizes for all employees and other duties as assigned.

Help other areas as needed and availability allows: Music department, Accounting, Faith Formation, Community Service, other.

Required Skills and Abilities:

1. Excellent telephone personality and communications skills.
2. A team orientation with a desire to serve and assist others.
3. Competency in operating a multi-line phone system and proficient in general computer skills, including use of the Internet, email, Word, Excel and ShelbyNext.
4. Excellent interpersonal skills with the ability to deal with sensitive and/or confidential situations in a professional and calm manner.
5. Willingness to take initiative to resolve issues or provide customer service.

6. Ability to work amicably and collaboratively with all IPC staff.

Education and Experience

High School diploma or GED.

Administrative Assistant experience is preferred. Experience working in a church environment is a plus.

Physical Demands:

1. The work is mostly sedentary in nature.
2. Visual acuity—close and distant vision, color vision, peripheral vision, depth perception, and ability to focus, 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.

Your Team

This position reports directly to the Director of Operations and Administration.

This position relates to all IPC staff and members, works closely with administrative staff, and has no supervising responsibilities.

About Independent Presbyterian Church

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check, reference check, and pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. The Administrative Assistant to Director of Operations and Administration may perform other duties as required.

Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at www.ipc-usa.org.

IPC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national origin, age, disability, genetic information, veteran status, or other protected category under the laws applicable to IPC.