



INDEPENDENT  
PRESBYTERIAN CHURCH

## Operations Administrative Assistant

Reports to: Director of Operations & Administration  
Status: Full Time – Non-exempt

To apply, please send a cover letter and resume to [lhady@ipc-usa.org](mailto:lhady@ipc-usa.org).

### About This Role

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The Operations Administrative Assistant provides high-level administrative support to the Director of Operations & Administration and operations support to Independent Presbyterian Church. This role requires strong organizational and time-management skills with the ability to manage multiple priorities and deadlines, a high attention to detail, excellent written and verbal skills, professional discretion, and proficiency with standard office software.

### Key Responsibilities

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*Provide administrative support to the Director of Operations & Administration (DOA).*

#### Administrative Support

- Provide direct administrative support to the Director of Operations & Administration.
- Assist with maintaining and updating policies, procedures, and key organizational documents (e.g., Employee Handbook, Operations Manual, Wedding Policies, compliance tracking).
- Coordinate volunteer screening and ministry compliance processes, including background checks, collection and secure maintenance of participant forms, and motor vehicle record (MVR) checks for approved drivers, ensuring adherence to church policies and safety requirements.
- Manage and maintain the church database, including membership data entry, updates, reporting, and user support, ensuring data accuracy, confidentiality, and consistency across ministries.
- Reconcile monthly cash disbursement bank statement.
- Provide front desk coverage as needed.
- Perform other duties as assigned.

#### Operational Support

- Support columbarium operations, including member assistance, documentation, and billing coordination.
- Assist with wedding scheduling and administration, including initial inquiries, documentation, deposits, payroll coordination, invoicing, and refunds.
- Support the ministry of the IPC Guild, including but not limited to working with the Guild president and Guild members on administrative tasks and financial contributions to IPC through the Guild's annual Christmas flowers and Easter memorials. Work with the Guild to prepare weekly flower recognitions for inclusion in church bulletins, ensuring accuracy and timely submission.
- Coordinate and manage the church calendar and events, collaborating with staff, church leaders, and outside groups to schedule facility use; create and manage registrations as needed; confirm accurate dates, times, and locations with ministry areas; and oversee that room setups, technical, and kitchen needs are requested appropriately.

- Attend House & Properties Committee meetings and, in coordination with the DOA, communicate upcoming meetings, agendas, and minutes to the ministry team.
- Establish ACH reporting for recurring payments
- Perform other duties as assigned.

#### **Required Skills and Abilities:**

- Excellent verbal, written, and interpersonal communication skills.
- Strong organizational skills with the ability to manage multiple priorities independently.
- High level of discretion, professionalism, and customer-service orientation.
- Proficiency with office technology and systems (e.g., Microsoft Word, Excel, email, internet-based tools, ShelbyNext or similar church database systems).
- Ability to work collaboratively across teams in a service-oriented environment.

#### **Education and Experience**

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- Associate's degree or higher preferred, or equivalent combination of education and experience.
- Experience working in a church environment is a plus.
- Experience

#### **Your Team**

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

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

#### **Physical Demands and other information**

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*Physical demands include, but are not limited to, the following:*

- Ability to move throughout church facilities and attend off-site locations as needed.
- Ability to lift up to 30 pounds.
- Requires standing, walking, sitting, bending, kneeling, and stair use.
- Ability to communicate verbally and hear at normal speaking levels.

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 background, DMV, and reference checks.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. This position may include other duties and responsibilities as required.

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.

#### **About Independent Presbyterian Church**

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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 [ipc-usa.org](http://ipc-usa.org).