

## **Administrative Assistant, Congregational Care Preston Hollow Presbyterian Church**

Preston Hollow Presbyterian Church in Dallas is seeking a full-time Administrative Assistant to serve the church by providing administrative support to the Senior Associate Pastor, Congregational Care and Administration, other professional church staff, and church organizations as needed.

### **Primary Duties and Responsibilities:**

#### **A. Congregational Care Responsibilities:**

1. Manage all aspects of communication and support for Senior Associate Pastor and Congregational Care Team (Parish Associates and Coordinator for Congregational Care and Senior Adult Ministries) including Data management and reporting.
2. Provide support for memorial services, for the Columbarium Committee, educational offerings and special events offered by the care department; coordinate prayer cordon requests, coordinate baptisms and prepare congregational letters and correspondence.

#### **B. Board of Deacon Responsibilities:**

1. Provide support for Board of Deacon ministries and events as appropriate.
2. Attend meetings and take minutes.

#### **C. Other Responsibilities:**

1. Provide backup support for Receptionist.
2. Provide information to Communications for memorial bulletins and Care Ministry programs.
3. Manage calendar for the Senior Associate Pastor.
4. Perform other duties as assigned by the Senior Associate Pastor or Congregational Care & Senior Adult Ministry Coordinator.

*The above noted position description is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of ministry demands change.*

### **Skills, Knowledge, and Abilities:**

- **Serves the Goals of the Church:** Works to accomplish the overall goals of the church within the scope of the position.
- **Organizational skill:** Highly organized and able to prioritize multiple tasks.
- **Communication:** Communicates effectively and professionally (both verbally and written) with all members, guests, and staff. Communicates a sense of availability, warmth, openness and approachability.
- **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of his/her actions on others; uses diplomacy and tact.
- Customer service driven.
- Proficient with Microsoft Office Suite of software.
- Prior experience in a church or nonprofit setting preferred.
- Familiarity with ACS software a plus.
- Punctual and dependable.
- College degree preferred, but not required.

**Required Schedule:** Work 37.5 hours per week Monday through Friday.

Salary is commensurate with experience. Full benefits package.

Interested candidates please submit resume with salary requirements to [ndavis@phpc.org](mailto:ndavis@phpc.org)

No phone calls please.