



The Presbytery of Geneva is a regional ruling body consisting of the clergy and representative elders from 54 Presbyterian Church (U.S.A.) congregations within the Finger Lakes region of New York.

Our Mission: *The Presbytery of Geneva lives to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.*

Our Vision: *Radiating the light of Christ, the Presbytery of Geneva thrives as a community of servants, lifting up every congregation and leader in ministering together*

Portfolio Description

ADMINISTRATIVE SUPPORT SERVICES

(approved by Committee on Operations effective 7-22-20)

PURPOSE: to provide administrative support to the Presbytery enabling effective and hospitable administrative support.

RESPONSIBILITIES:

Strategic and tactical work for which this role is accountable:

- PROVIDE administrative assistance to the Presbytery including, but not limited to – correspondence, calendaring, filing mandated hard and electronic documents, and report preparation.
- PROVIDE clerical support to designated committees and staff
- COORDINATE Presbytery meetings with Staff and Presbyters, including the registration process, posted meetings materials and PowerPoint; assisting with on-site registration; hosting the Zoom platform and other duties as needed.
- MAINTAIN Presbytery database and directory
- MANAGE administrative operations, purchases, and equipment as needed.
- SERVE as primary coordinator of communications
- DEVELOP communication systems, managing content for e-communications (i.e. web-site, newsletter, social media, etc.)
- ADMINISTER payroll and benefits
- ASSUME other duties as assigned by the Head of Staff

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Capabilities and traits essential to perform satisfactorily

- A quick-learner, self-motivated, and organized
- Service oriented and hospitable
- Technical skill and aptitude, including proficiency with Microsoft Office programs, WordPress, social media, use of database
- Ability to seek out and implement electronic solutions that will improve office efficiency and communication
- Ability to balance and prioritize multiple projects
- Excellent verbal and written communication skills
- Able to maintain confidentiality
- Ability to comprehend and work within Presbyterian faith and polity tradition

EDUCATION AND EXPERIENCE

- Associate degree (or equivalent) or higher preferred
- At least 2 years of experience in an office setting

DECLARATION OF STATUS: This is a 12 hour per week, part-time, non-exempt position

ACCOUNTABILITY: The person providing Administrative Support Services is supervised by the Head of Staff and accountable to the Operations Committee of the Presbytery.