

ADMINISTRATIVE ASSISTANT

The Presbytery of Newark – non-profit religious organization

Part Time: 20 hours / week Monday – Thursday

Location: Bloomfield, NJ convenient to bus and train

Responsibilities

- Provide general administrative and clerical support including mailing, scanning, and copying
- Manage calendar for Stated Clerk, Director of Presbytery Ministries and Presbytery Board
- Schedule and coordinate meetings including food and beverage service as needed
- Answer administrative phones and address all request for resources and information
- Maintain electronic and hard copy filing system including data entry
- Open, sort and distribute incoming correspondence
- Composing your own correspondence addressing issues handled by this position
- Prepare and modify documents including correspondence, reports, memos and emails
- Interface with offsite website/communications coordinator as requested
- Assist with special projects as requested, e.g. Document Retention scanning and filing
- Coordinate building support e.g. access for vendors and volunteers
- Prepare for quarterly Presbyterian Gatherings to be held in member churches or other sites.
- Point of contact person with vendors for complaints and payment for services
- Prepare vouchers for outstanding items in for weekly Treasurer and Assistant Treasurer.
- Research and Review all invoices and financial statements in advance of weekly meeting
- Ordering office supplies, equipment, and all supplies, and physically restocking items.
- Providing contractor quotes for any maintenance of building and or materials
- Preparing Travel Expense Reports for reimbursement on as need basis.

Qualifications:

- 3+ years of hands on administrative support experience
- Interpersonal skills, experience working with public
- Experience working with a volunteer based organization would be a plus.
- Respect for maintaining confidential information
- Excellent communication skills – written and verbal
- Ability to prioritize projects and strong problem solving skills
- Good research skills and attention to detail
- Experience with both Apple and Microsoft products
- Proficiency in MS Word, MS Excel, MS PowerPoint
- Knowledge of operating standard office equipment

Please submit your resume by October 4th via email to hire@newarkpresbytery.org