

THE PRESBYTERY OF DETROIT IS LOOKING FOR AN EXECUTIVE ASSISTANT

This well-organized person will support our new Associate Executive Presbyter, and coordinate the paperwork needed by the Committee on Preparation for Ministry, and the Committee on Ministry.

This is a twenty hour per week position which will have an important impact on the presbytery, and make a difference for churches, the new AEP and these two important committees. Knowledge of the Presbyterian Church, an organized mind and a gracious spirit, and the ability to see a process from start to finish will make the person successful in this job. We seek someone skilled in Word and Excel, with the ability to learn new technologies and suggest improvements to our process. The ability to work as part of a team, to handle pressure and to maintain collegial relationships are all important.

Will you please share this posting at your church, and contact anyone you believe would be a good fit?

If you have questions, please contact the Rev. Dr. Al Timm, Executive Presbyter at allen@detroitpresbytery.org. Applications can also be emailed to him in confidence.

Cover letters and resumes should be emailed by November 28, 2018.

Many thanks for helping with our search!

Sincerely,
Elder Harold Ellis
Chair, Presbytery Operations Ministry Team

THE PRESBYTERY OF DETROIT PRESBYTERIAN CHURCH (U.S.A.)

JOB TITLE: Executive Assistant, 20 hours weekly, FLSA non-exempt
REPORTS TO: Associate Executive Presbyter
DATE: June 1, 2018

PURPOSE OF THE POSITION

Under the direction of the Associate Executive Presbyter, the Executive Assistant will be responsible for maintaining all records pertaining to clergy and those under care of the Committee on Preparation for Ministry as well as providing administrative support to the Associate Executive Presbyter.

SPECIFIC DUTIES

1. Maintains record of all actions by the Committee on Ministry (COM) and the Committee for Preparation for Ministry (CPM) by filing necessary documents and providing reports as needed to the committees, the Stated Clerk and Associate Executive Presbyter.
2. Secures and proofreads all documents from COM and CPM for presbytery meetings.
3. Runs and files criminal background checks for those under the care of CPM and clergy at the direction of COM.
4. Maintains list of those required to sign the Sexual Misconduct Policy and works with the committees to ensure the documents are completed.

5. Maintains COM and CPM policy manuals; providing copies as needed.
6. Responsible for the annual Terms of Call Report to the Presbytery.
7. Provides regular updates of changes in clergy, moderators, contact information for clergy to the Director of Operations.
8. Prepares and distributes Clergy ID Cards.
9. In cooperation with the Accounting Manager, manages and maintains records pertaining to churches.
10. Handles registration for the Pastor's in Transition Retreats and other events at the direction of the Associate Executive Presbyter.
11. Assists Director of Operations with registration of clergy at presbytery meetings
12. Provides administrative support for the Associate Executive Presbyter and the related committees/ministry teams.
13. Works collaboratively with other staff on duties as directed by the Associate Executive Presbyter.

KNOWLEDGE AND SKILLS

The Executive Assistant should have experience in an office setting with good command of written and spoken English. The person must have excellent organizational skills, the ability to maintain records and handle multiple tasks and meet deadlines. Must be proficient with Microsoft Word and Excel and have the ability to learn to use other software as needed. Must be able to work as part of a team, maintain confidentiality, and be flexible in hours and duties. Knowledge of the PC(USA) needed.

PHYSICAL REQUIREMENTS

Must be able to lift and carry 25 pounds.

TYPE OF SUPERVISION

While the Executive Assist must be able to work independently with an understanding of the tasks and deadlines to meet, it is supervised by the Associate Executive Presbyter and ultimately by the Executive Presbyter who is Head of Staff.

RELATIONSHIPS

This position requires working in a collegiate manner with all other members of the Presbytery Staff as well as with POD Committees and Ministry Teams, with clergy members and churches.

EVALUATION

There will be an annual performance review and evaluation by the Associate Executive Presbytery and reported to the Presbytery's Operations Ministry Team.