

## **Presbytery of Des Moines / Presbytery of North Central Iowa / Presbytery of Prospect Hill Temporary Office Assistant Job Description**

This position is part of the staff team that supports the ministries of the Presbyteries of Des Moines, North Central Iowa and Prospect Hill. It is a non-exempt part-time position, 10 hours per week, with no benefits.

**Pay:** \$18.00/hour

**Location:** Office of the Presbyteries at 1864 Hwy. 86, Milford, Iowa, 51351, or remote

**Purpose:** To provide administrative support to the committees of the Presbyteries, as well as work collaboratively with the Office Manager.

### **Accountable To:**

- The Pastor to the Presbyteries as supervisor, Mission Executive for program arrangements, and Personnel Commission.
- The staff team as colleagues and partners in ministry.

### **Responsibilities:**

- Support the work of presbytery committees in ways such as arranging meetings, sending out calls to meetings, and updating rosters.
- Maintain and update lists of committees of the three presbyteries.
- Maintain and update ministerial contact information.
- Maintain and update church lists.
- Maintain and update electronic and hardcopy of church files.
- Set up Zoom meetings for committees of the presbyteries.
- Fill in for Office Manager while out of office and as needed.
- Other duties as assigned.

### **Qualifications:**

- A love of the Church and its possibilities and a heart for furthering God's mission.
- Working knowledge of Microsoft Office.
- Professional office experience including good English language skills.

### **Expectations:**

- Work collaboratively with staff colleagues to fulfill the vision and ministries of the three presbyteries.
- Create an atmosphere which promotes Christian values and good staff morale.

### **To Apply:**

Please send a cover letter, resume and list of references to the Presbytery Office, 1864 Hwy. 86, Milford, IA 51351. Applications will be processed as they are received. The position is open until filled.