



Westminster Presbyterian Church

Westminster Presbyterian Church Job Description

Job Title: Ministry Assistant for Justice and Mission
Reports To: Associate Pastor for Justice and Mission
FLSA Status: 0.5 FTE, Non-Exempt

Summary and Purpose of Position: Collaborating closely with the Associate Pastor for Justice and Mission, the Ministry Assistant for Justice and Mission is responsible for maintaining and further developing the administrative systems and processes supporting the Justice and Mission ministry area of Westminster Presbyterian Church

Key Duties and Responsibilities include the following. Other responsibilities may be assigned.

Administration

- Perform a wide variety of general administrative tasks in support of the management of the Justice and Mission ministry area
- Prepare and submit check request for payment of bills, invoices and honoraria with careful attention to accounting codes
- Retrieve Faith in Action budget information and generate reports collaborating as needed with Westminster's finance and administration staff
- Regularly update databases including web-based email tool and Realm (online member directory and relational database)
- Manage the administration of Westminster's annual grant process including sending application material to selected nonprofit organizations, confirming grant awards, and arranging mailing of grant checks

Program Support

- Provide program support for events occurring weekly, monthly, annually and specially scheduled including reserving space and equipment, creating signage, ensuring public church calendar and website are updated, preparing brochures, ordering special supplies and registering participants
- Serve as secondary contact to Social Justice Forum speakers to collect information for honorariums, receive presentation materials and coordinate set up with Westminster's audiovisual and building staff
- Reserve meeting spaces and equipment for Faith in Action Council and ministry teams

Communication

- Create documents for Associate Pastor for Justice and Mission, including letters, flyers, presentations and other documents as requested
- Proofread and format content for the weekly Faith in Action email and periodic Advocacy Alert and schedule for distribution using web-based email tool
- In collaboration with Associate Pastor for Justice and Mission and Director of Communications, update and monitor website content. Create attractive material for use in displays, signage and monitors

Associate Pastor Support

- Other duties as requested by the Associate Pastor for Justice and Mission (coordinating calendar appointments, travel and hotel arrangements, preparing meeting material, mailing, filing, etc.)

Supervisory Responsibilities:

None, occasionally may provide instructions or directions to members of the Westminster congregation

Knowledge, Skills and Other Abilities:

- Warm and gracious attitude
- Self-motivated, self-directed and good follow-through
- Impeccable attention to detail, high ethical and professional standards
- Strong written and verbal communications skills
- Ability to pro-actively identify systems and process improvements
- Excellent organizational skills, including ability to prioritize assignments and meet deadlines
- Ability to establish and maintain effective working relationships with lay leaders and members of the Westminster community
- Willingness to learn and be flexible
- Open-minded and creative
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Publisher), Google tools; web-based mail
- Ability to learn to use relational database
- Basic understanding of budgeting and ability to learn to generate financial reports

Education/Experience:

Associate's degree (A. A. / A. S.) or equivalent from two-year college or technical school; and three to five years general administrative work or related office experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Skills:

Ability to calculate figures and amounts such as discounts, proportions and percentages.

Computer Skills:

To perform this job successfully, an individual must have knowledge of Microsoft Office to include Word, Excel, Publisher and PowerPoint and operating equipment used for presentations such as projectors, screens, laptop and iPad. Additionally, must have the ability to learn to use relational database.

Reasoning Skills

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; talk or hear. The

noise level in the work environment is typical of a business office with computers and printers, light traffic.

Compensation: This is a 0.5 FTE, non-exempt position. Hourly rate of \$22-\$25/hour, depending on experience. Please submit application materials, including resume, cover letter, and 2-3 references to: Alanna Tyler at atyler@wpc-mpls.org