

Job Description: **Executive Administrative Assistant**

Job Summary

Provide administrative support to the ministry staff of the Committee on Discipleship Ministries (CDM), and particularly for the CDM Coordinator, who is the Chief Executive Officer.

Job Responsibilities

Office Administration

- Process check deposits at least twice per week and ensure the funds are deposited in the CDM bank account.
- Process online contributions and conference registrations from the CDM website.
- Maintain accompanying logs and registers for the above transactions for the review of the CDM Business Manager and external auditors.
- Maintain monthly thank you letters and generate gift receipts on a weekly basis.
- Enter accounts payable invoices into computer accounting system and maintain backup file documentation.
- As needed, assist the PCA Bookstore and VBS Reachout Managers with overflow work demands. This may include, but is not limited to: processing third-party orders, preparing/packaging materials, routine customer service, marketing, and promotion.
- As needed, assist remote employees with in-office preparation of materials and meetings.

Executive Support for the CDM Coordinator

- Assist the Coordinator in maintaining his calendar and appointment schedule.
- Assist the Coordinator in scheduling travel plans, including flight reservations, car rentals, and liaison with those he is visiting. This includes helping the Coordinator arrange visits with current and potential donors.
- Assist the Coordinator in maintaining communication with remote CDM employees.
- Assist the Coordinator in maintaining relationships with donors through written, electronic, and voice communication. Coordinate with other CDM employees to keep Coordinator aware of situations that need special attention (e.g., opportunities for increased giving or a reluctance to continue financial partnership).
- Serve as a liaison between the CDM Coordinator and the Coordinators and Presidents of the other Committees and Agencies of the Presbyterian Church in America (PCA).
- Serve as an administrative liaison between the Coordinator and the CDM Permanent Committee.

Committee on Discipleship Ministries (CDM)

- Assist the event planner and Coordinator in the planning and execution of committee/team meetings and conferences.

Organizational relationship Reports to the CDM Business Administrator, but works with all of the CDM staff and closely with the Coordinator.

Qualifications desired

- Profession and experiential knowledge of the historic Christian faith.
- Membership in a PCA church or other church that holds to one of the reformed confessions (e.g., Westminster, Belgic, Heidelberg, etc.) is preferred.
- Bachelor's degree is preferred.
- Demonstrated ability to manage multiple, concurrent projects.
- Demonstrated ability to communicate well through written, oral, electronic, and visual mediums.
- Demonstrated proficiency of word processing, page layout, and presentation software, particularly Microsoft (Word, Excel, PowerPoint) and Adobe products.

Helpful Abilities/Experience

- Knowledge of the PCA denominational structure and church culture.
- Experience in the discipleship ministry of a local church (children, youth, or adult).
- Demonstrated ability to write, edit, and proofread.

Terms

- This position is intended to be a part-time position (18-24 hours per week, with at least 3 days per week present in the CDM office in Lawrenceville, GA).
- As a part-time position, there are no benefits. There is no paid time off unless the holiday schedule prevents working routine hours.
- Responsibilities will be adapted according to the skills of the candidate and the operational needs of the CDM ministry.

Interested applicants should send cover letter and resume to the CDM Business Manager, John Dunahoo, at jdunahoo@pcanet.org.