

# Executive Assistant and Office Manager

First Presbyterian Church of Paducah, Kentucky – Paducah, KY

## Job description

First Presbyterian Church of Paducah, Kentucky is a 250-member church. We are professional, collaborative, and creative, and our goal is to “Know God and To Make God Known” in the community of Paducah.

We are looking for an experienced and highly organized Executive Assistant/Office Manager to join our team. The ideal candidate will be responsible for being the Executive Assistant to the Pastor, supporting other staff, and managing smooth day-to-day office operations. This individual will be expected to handle various tasks including scheduling meetings, managing correspondence, and maintaining office supplies. The successful candidate will have excellent organizational skills, strong attention to detail, the ability to multitask, and possess an understanding of family systems.

### *Executive Assistant to the Pastor duties include (but are not limited to):*

- Performing routine Executive Assistant duties to the Pastor including answering the telephone, receiving guests, and relaying messages to the pastor via texting, emailing, or by phone.
- Working collaboratively with the Pastor to prepare for Sunday worship and special worship services.

### *Office Management duties include (but are not limited to):*

#### Communications & Design:

- Designing church advertisements such as seasonal bookmarks, fliers, and signage.
- Updating the church webpage with the newsletter and calendar information.
- Maintaining all files of the church’s business, membership records, and marriage certificates.
- Managing and overseeing the general needs of the office.
- Preparing Sunday School attendance.

#### Church Bulletins:

- Designing, creating, printing, and distributing the bulletin and its contents for all seasons with input from the Pastor and Director of Music weekly.
- Assisting the Presbyterian Women with dedications of poinsettias at Christmas and lilies at Easter.

#### The VOICE:

- Designing, creating, collecting articles, printing, and distributing the monthly church newsletter, The VOICE.

#### Session (i.e. Board of Directors):

- Maintaining copies of monthly Session minutes and updating the Register of Session Minutes for approval of Presbytery.
- Compiling reports from committee Chairs and distributing to Session members prior to monthly meeting.
- Preparing the Annual Statistical Report and Necrology Report each January.

Food Pantry:

- Assisting with the Food Pantry Ministry in the church, taking phone calls, greeting folks at the door, and being a warm and welcoming presence.

***Bookkeeping Duties include (but are not limited to):***

This individual will be responsible for routine bookkeeping tasks using Realm accounting software. These tasks include:

- Recording member contributions in Realm accounting software.
- Preparing weekly bank deposits.
- Processing and paying invoices received by the church in a timely manner.

Schedule:

- 8 hour shift
- Monday to Friday
- No nights

Ability to commute/relocate:

- Paducah, KY 42001: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Publisher (Preferred)
- Microsoft Excel (Preferred)

Work Location: In person

**If interested, please send inquiries and resumes to:**

Ralph Young – [ralphyoung594@gmail.com](mailto:ralphyoung594@gmail.com)

Rev. Lex Allum – [lallum@firstprespaducah.org](mailto:lallum@firstprespaducah.org)