



A Global Movement of Evangelical Presbyterian Churches

POSITION DESCRIPTION

EPC Church Health Administrative Assistant – Part-time

Summary: *The EPC Church Health Administrative Assistant* is a non-exempt, part-time position and vital member of the OGA support team responsible for operational activities that support the mission and vision of the EPC.

Accountable and Report to: EPC Director of Church Health

Key Relationships: Stated Clerk, Assistant Stated Clerk/Chief Collaborative Officer, Director of Operations, Strategic Priorities Administrative Assistant, Church Health Leadership Team, Presbytery Church Health Coordinators, Director of Transitional Pastors, other Gospel Priorities Directors and Administrative Assistants

Primary Duties and Responsibilities:

Administrative Support

1. Provides administrative, travel scheduling, and time management support to the EPC Director of Church Health.
2. Gathers, organizes, maintains, and distributes information from the Presbytery Church Health Coordinators
 - a. Tracks trends from gathered data and updates CHLT in a timely manner
3. Assists in learning and monitoring Lilly Grant process to help ensure stewardship of grant funds
4. Provides administrative support to the CHLT,
 - a. Creates agendas and takes minutes for meetings
 - b. Event Support as outlined below
5. Collects church health success stories from EPC churches and coordinates the distribution of those stories through the EPC Communications Team.
6. Communicates and collaborates with the other EPC Gospel Priorities: World Outreach, Effective Biblical Leadership, and Church Planting, to further the Mission of the EPC.

Event Support

7. Develop and maintain template for Church Health event planning
8. Assists with organizing and arranging training events for CHLT and Transitional Pastors
9. Coordinates promotion of events through EPC Communications Team
10. Assists with onsite arrangements, which may include communications with hotel, catering, etc.
11. Attends training events, if needed, to provide administrative and host support
12. Conducts any related follow-up as needed from training events

Skillset and Background:

- Highly organized, with excellent time management and multi-tasking skills

- Takes initiative, is a creative and analytical thinker
- Proficient in word processing and database management (including the Microsoft Office Suite – Outlook, Word, PowerPoint, Excel)
- Able to communicate, verbally and in writing, in a personable, friendly, and efficient manner.
- Able to travel to annual EPC General Assembly and Church Health related events, as needed
- High school diploma or equivalent required; 1-3 years of administrative assistant experience preferred
- Professes personal faith in Jesus Christ and conducts oneself with a Christian-ministry mindedness.
- Has a working knowledge of the EPC.
- Affirms the EPC essentials.

February 2024