



Presbytery Center
192 Broad St. Bloomfield, NJ 07003-2606
973.429.2500 office • 973.429.2333 fax
www.pbynewark.org • info@pbynewark.org

Employer: The Presbytery of Newark is the administrative and ecclesiastical authority for the forty-one (41) Presbyterian church congregations within its boundaries. It is part of the national Presbyterian Church (USA). Newark Presbytery provides transformational leadership development and pastoral concern for the congregations, ministers, and ministries under its care and jurisdiction, and exercises oversight of these churches, ministers, and ministries at over forty-five locations.

Title: Administrative Assistant
Status: Full-time, exempt staff
Salary: Base salary \$35,000, negotiable
(annually reviewed + cost of living adjustment)
Benefits: Health care: Full, after three-month probation
Pension: Full, after nine-month probation
Accountability: General Presbyter
Oversight: Human Resources Team

Position Description

- The Administrative Assistant shall be responsible for cultivating and modeling a positive, professional, and energetic image of the Presbytery of Newark as he/she carries out assigned duties and responsibilities at the Presbytery Center (Bloomfield), and at presbytery meetings and events (Essex, Hudson, Bergen counties).
- The Administrative Assistant is accountable to the head of staff, the General Presbyter, who consults with the Human Resources Team (Personnel Committee).
- Provide administrative support for the General Presbyter.
- Provide accurate proactive information delivery to email inquiries, phone callers, and on-site visitors.
- Provide administrative support for other office staff, and presbytery committees, i.e., send out letters, manage annual and monthly reporting, produce copies for meetings and mail/email info packets.
- Primary editor for monthly newsletter.
- Primary editor of website updates.
- Provide organizational management for General Presbyter, and other staff, general office, files, and equipment.
- Ensure productive and efficient use of office areas and equipment.
- Manage office equipment and maintain office resources.
- Maintain accurate records, addresses, and email lists.
- Provide hostess and greeter registration services at presbytery meetings, stocking beverages, and ordering food, as requested.

Skills Desired

- Effective communicator.
- Professional presence.
- Excellent command of English grammar, spelling, and composition.
- General PC; Apple Macintosh, OS X user skills.
- Non-English language skills.
- Have personal transportation to work and to off-site work-related assignments.

We are an Equal Opportunity Employer. All qualified candidates will be considered for job opportunities without regard to race, color, religion, national origin, sexual preference, gender, marital status, veteran status, or disability, as well as other classifications protected by applicable state or local laws. (HRT approved, 12/15/06)

General Presbyter
Dr. Kevin Yoho
dr.kevinyoho@pbynewark.org

Stated Clerk
Rev. Lauren (Mac) McArthur
macmcarthur@pbynewark.org

Receiving Services Accountant
Mr. Nailesh Bhavsar
mr.nil@pbynewark.org

Administrative Assistant (PT)
Ms. Lisa Abdill
lisa@pbynewark.org