

# **PACIFIC COAST SLAVIC BAPTIST ASSOCIATION**

## **ADMINISTRATIVE ASSISTANT / SECRETARY JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**JOB TITLE: PCSBA Office Administrative Assistant**

**Part time**

**Located at the PCSBA office, 639 Welland Way, W. Sacramento, CA 95605**

### **BRIEF DESCRIPTION:**

Under the direction of the PCSBA President Administrative Assistant will provide overall management and support for the administrative functions of the PCSBA office; overseeing the front office, coordinating the inventories, correspondence, staff supplies; assisting Department Directors with their administrative needs; accomplishing other duties as assigned.

### **1. REQUIRED SKILLS AND PERSONAL TRAITS:**

- PCSBA's church member in good standing
- Minimum of 1 year experience as a secretary
- College graduate or work-related experience
- Strong administrative skills and the ability to work independently without supervision
- Excellent clerical, communications, computer and organizational skills:
  - Minimum typing - 50-65 WPM with accuracy and transcribing experience
  - Strong computer skills (Microsoft Windows 7 or 10, Word, Excel, Access, Skype, PowerPoint, Outlook, Adobe Acrobat Reader, Chrome, Firefox, and etc.)
  - Proficiency in the use of standard office equipment (computer, copy machine, fax, phone, etc.)
  - Effective verbal, writing, editorial and publishing skills
  - Extended knowledge of Russian and English composition and punctuation
- Excellent interpersonal and communication skills
- Ability to maintain confidentiality
- Self-starter, good at multi-tasking and prioritizing projects

### **2. ADMINISTRATIVE ASSISTANT / SECRETARY DUTIES**

- **Daily Duties:**
  - Answer phone and take messages for the President, Vice Presidents and other staff
  - Distribute mail among staff, Committee members and department heads
  - Sort through the mail
  - Answer mail - correspondence, phone calls, etc.
  - Listen to messages and respond
  - Check email and respond

- Type letters and schedules for the staff, and other things as needed
  - Maintain filing system for PCSBA documents (as hard copy and electronically)
    - Make hard copies of important mails, emails, and other documents and save them into folder of the current year
    - Make electronic copies of all important documents and save them into the PCSBA's electronic archive
  - Gather information from churches about their life in order to publish this information on the website and in the *God's Vineyard* magazine
  - Provide assistance with others tasks as requested or as needs arise
  - Assist Department Directors with their administrative needs
  - Maintain a record of hours/days worked and all duties performed
  - Accomplishing other duties as assigned
- **Bimonthly Duties:**
    - For every Department meeting, prepare sign-in sheet and folders for each attendee (approximately 25) by gathering, printing, and making copies of work reports from all department directors
    - For every Committee meeting, prepare sign-in sheet and folders for each attendee with meeting agenda and all meeting related materials as provided by Chairman
    - Email and/or mail Committee and Department meeting reminders to respective parties
    - Take minutes during Department meetings and send them to the Department meeting attendees
- **Annual Duties:**
    - At the end of year:
      - Mail Prayer Week flyers (certain quantity per church) along with cover letter to all PCSBA churches outside of Sacramento area
      - Hand deliver Prayer Week flyers (certain quantity per church) along with cover letter to all PCSBA churches within Sacramento area
    - In October - PCSBA Convention
      - Organize, place orders, make copies, and prepare all materials / packets / registration sign-in sheets and name badges as required for PCSBA Convention delegates
      - Gather and keep track of annual reports from Department directors and forward to vendor for printing of Convention magazine, which is included in the packets
      - Attend and oversee PCSBA Convention registration process (on Thursday evening, Friday morning and evening, and Saturday morning), which entails ensuring each church delegates completes necessary registration forms and receives required materials/name badge; collect delegate (individual/church) payments and issue receipts for each payment
      - Email and mail PCSBA Convention notices with requests for list of delegates from each PCSBA Church then compile all lists and email finalized master list to vendor for name badges printing

- Email and mail PCSBA Convention notices to Partners and other Associations
  - Enter information from the registration forms into PCSBA's database
- Gather and compile next year's PCSBA calendar events for Committee/Department meetings and Department events
- Enter all PCSBA calendar events on PCSBA Website
- Prepare annual Filing binders and file all and any paperwork/letters/outgoing correspondence for record keeping purposes
- **As Requested or Needed:**
  - Update PCSBA's database
  - Via email and regular mail disseminate Easter, Thanksgiving, Christmas greetings to all PCSBA committee members, churches, department directors, partners, and other Associations
  - Email and/or mail letters to all churches pertaining to on-going PCSBA matters such as rent increases/responses to complaints from PCSBA property tenants, notices and/or flyers pertaining to upcoming events and other matters as received from Chairman and Department directors
  - Prepare Pastor and Deacon Ordination certificates for ordination within PCSBA churches
  - Prepare and mail (email as needed) Membership Dues notices to all PCSBA churches
  - Record all Membership Dues payments based on receipts provided by Our Days representative and then updated and mail (email as needed) revised Membership Dues notice with outstanding dues.
  - Gather necessary information and prepare then email/mail Embassy letters to requesting parties
  - Prepare and email/mail recommendation letters for requesting parties
  - At times, complete necessary sections on immigration forms for church/PCSBA affiliation confirmation
  - Gather and compile contact information for PCSBA Phone Directory
  - Prepare and mail (email as needed) *God's Vineyard* magazine billing statements (6 annually) to respective recipients (most PCSBA churches)
  - Record all *God's Vineyard* magazine payments based on receipts provided by Our Days representative and then update and mail revised billing statements along with receipt to respective church(es)
  - Order office supplies, including paper, stationary and stamped and bulk mailing envelopes, etc.