



Administrative Assistant

Position Description

PRES HOUSE (www.preshouse.org) seeks to be a spiritual home at the heart of the University of Wisconsin-Madison campus. In keeping with the teachings of Jesus Christ and the Christian tradition of hospitality, Pres House is dedicated to providing a religious center and high quality student housing to promote the spiritual, emotional, and intellectual growth of residents and members of the campus community. Pres House is a ministry of the Presbyterian Church, U.S.A. and welcomes individuals of every perspective and background.

The Administrative Assistant (AA) serves as a central point of communication and coordination for the various activities of Pres House. The AA manages the Pres House database; assists with communication efforts; coordinates the building use, calendar and staff; provides general administrative support; and serves as the first person to greet visitors to the building or those who call Pres House. Serving in an integral office to the successful operation of Pres House, the AA works in close cooperation with, and supports, all staff at Pres House as well as volunteers. The AA reports to the Campus Pastor/Executive Director. This is a full-time, hourly position.

Communication and Database Management

- Manage, update, and maintain Pres House database and mass e-mail system (Bloomerang web-based software) including:
 - Track students: adding new student contacts, tracking graduates
 - Track alumni, donors, foundations and churches: tracking donor visits, donor contacts, donations, pledges and other updates
 - Use database effectively to produce information for communications needs (for example, produce mailing lists, run donor recognition reports)
 - Use database effectively to produce information for organizational needs (for example, produce donation summary reports for other staff and board)
 - Coordinate and send weekly e-mail newsletters for students, alumni, donors and churches
 - Cross-reference alumni data with Alumni Association yearly to keep database updated
- Coordinate preparation and mailing of donor receipts, thank you notes,
- Coordinate production, printing, and mailing of newsletters, annual reports, and other publications created and printed by outside communications and marketing teams/individuals
- Assist with planning special events such as a volunteer recognition dinner, fundraising functions, or luncheon for pastors and youth leaders

Building Oversight and Operations Support

- Open and close the building daily and serve as the consistent presence in the building from 9am-5:30pm, Monday-Friday
- Welcome students and other visitors into the building and provide building hospitality (coffee, etc.). Direct visitors to appropriate places for meetings.
- Respond appropriately to requests for room reservations, schedule building use per policies and under the direction of the Executive Director
- Schedule student staff to cover building reservations
- Maintain and publish current calendar information of activities and events at Pres House

- Coordinate work of student staff who assist with parking enforcement, event staffing, and general odd jobs
- Assist with making monetary deposits for the organization
- Serve as central communications hub for maintenance, cleaning, and service requests and contractors related to chapel building; communicate and follow-up with property management company to ensure timely completion of repairs and cleaning needs
- Coordinate and communicate with various vendors and contract services including IT, copy machine, pest control, telephone, etc.

General Administrative Support and Reception

- Respond to telephone calls and e-mail inquiries promptly and appropriately
- Prepare and print bulletins for Sunday worship services
- Update bulletin boards and coordinate production of building signage as needed
- Prepare, and post weekly sermon audio files online
- Create and produce simple fliers, signs and other publications
- Collect mail and distribute it appropriately
- Maintain files and records as they pertain to this position
- Perform routine office operations and administrative support as needed (i.e. filing, board mailings, purchasing office supplies, etc.)
- Attend meetings, retreats, or other designated forums as needed
- Maintain confidentiality
- Other special projects or assignments as needed and/or assigned

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, and values of Pres House. Actively works to support the direction set by Pres House Board and leadership.
- **Interpersonal Skills:** Demonstrates skills of active listening and openly accepts feedback. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love and maintains healthy boundaries. Engages people positively, with a demeanor of optimism and abundance.
- **Cooperation/Teamwork:** Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff and volunteers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation between others; coordinates own work with others; seeks opinions; when appropriate, facilitates discussion before decision-making process is complete.
- **Communication with Integrity:** Communicates directly and appropriately with staff, volunteers, and community members; refrains from participating in gossip or inappropriate conversations about other staff, volunteers, and community members. Able to handle sensitive information appropriately, whether concerning community members or the organization. Retains confidentiality and facilitates safe handling of information with others.
- **Reliability:** Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and timely; arrives prepared for work; is committed to doing the best job possible; keeps commitments.
- **Flexibility:** Remains open-minded and changes opinions on the basis of new information; performs a wide variety of tasks and changes focus quickly as demands change; manages transitions from task to task effectively; adapts to varying organizational needs.
- **Quantity of Work:** Produces an appropriate quantity of work; able to manage multiple projects; able to determine project urgency and prioritize in a meaningful and practical way; organizes and schedules people and tasks.
- **Quality of Work:** Produces excellent and high-quality work, seeking to provide the best possible outcome for the ministry at Pres House
- **Problem Solving:** Anticipates problems; sees how a problem and its solution will affect the ministry and organization of Pres House; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks; recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor of problems in a timely manner.

Skills and Experience

The position requires a person who is friendly, a self-starter, extremely detail oriented, has strong computer skills, and the ability to work well with a diverse constituency.

- Experience working in a Christian organization and/or non-profit desirable
- Excellent writing and oral communication skills
- Strong organizational and administrative skills. Needs to be a responsible self-starter who can prioritize and multi-task.
- Strong computer skills specifically:
 - Typing
 - Database experience
 - Microsoft Office Suite (Word and Excel primarily)
 - Comfortable with web-based technology (examples: Google Apps, Bloomerang database, Facebook, Wordpress or other simple website editing)
 - Some desktop publishing experience a plus (Adobe suite preferred)

Compensation and Benefits

- Compensation commensurate with experience
- Medical insurance available
- Employer contribution of 2.5% to 401(3)(b) retirement savings plan and match up to another 2.5%
- Paid time off
- Flexible spending account
- Downtown parking

Please submit cover letter, resume and references to: Rev. Mark Elsdon, Campus Pastor/Executive Director
E-mail (preferred): mark@preshouse.org or by mail: 731 State St., Madison WI 53703