

Administrative Assistant Job Description

General Statement of Duties:

The Administrative Assistant works closely with the Parish Administrator to provide support to ministerial staff and to ensure the effective and efficient operation of the First Presbyterian Church (FPC) office. This individual's workload is managed by the Parish Administrator.

Areas of Responsibility and Specific Duties:

1. General Office Assistance—working with the ministerial staff, the Business Administrator, and the Parish Administrator, the Administrative Assistant will perform needed office tasks, such as, but not limited to, making copies, sending faxes and electronic communications, ordering office supplies, printing documents, updating electronic records, website maintenance and calendar management.
2. Back-up support for the Parish Administrator—working with the Parish Administrator and office volunteers, the Administrative Assistant will:
 - assist with church publications, including social media as needed
 - assist with maintenance of the church database: Automated Church Systems (ACS).
3. Building use—working with the Senior Pastor, the Business Administrator, the Church Sexton, and the Property Committee, the Administrative Assistant will:
 - work with community groups seeking to hold meetings at FPC, including showing and reserving meeting facilities and collecting meeting fees;
 - provide administrative and technical support to agencies using FPC meeting space.
4. Provide clerical support for the Membership Committee and membership functions of the church, e.g., process membership changes (new members, transfers in and out, etc.) on behalf of the Clerk of Session; process weekly visitor sheets, produce letters to visitors, and track visitor attendance (using ACS); assist with follow-up of inactive members as requested by the clergy; assist with updating the church directory.
5. Provide support to the Clerk of Session in distribution of minutes and reports (via Google Drive) to Elders and Deacons in advance of their meetings; administer on-line surveys to gather meal counts and other information needed; and other meeting planning duties.
6. Other duties as assigned by the Parish Administrator and/or the ministerial staff.

Qualifications:

- Clerical support experience, including expertise with technology, social media platforms and website maintenance.
- Skilled in the use of computer software such as Microsoft Office applications and adept at learning new computer applications and systems, i.e. ACS (church database),

- Exceptional communication, teamwork and interpersonal skills to effectively work with FPC members and outside groups
- Attentive to detail
- Sensitivity to pastoral confidentiality
- Ability to work independently

Miscellaneous:

This is a part-time (30 hours per week) position with benefits.

FPC members, family members of FPC members and active friends of FPC (regular non-member attendees) are not eligible.

Compensation:

Commensurate with experience

Context:

First Presbyterian Church includes some 525 members from diverse backgrounds and an array of ages and welcomes all who worship here. We honor and celebrate the human diversity and unity that God gives us in Christ, welcoming individuals of every age, race, nationality, gender, ability, sexual orientation, and economic circumstance to participate fully in the life of the church.

Mission statement and Core Values: <https://firstpres-durham.org/about-us/core-values/>

Approved by Personnel Committee: November 20, 2019

Gray Wilson, Chair

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