



**Fort Street
Presbyterian
Church**

Position Description: Operations Assistant

Fort Street Presbyterian Church

PURPOSE

Under the general supervision of the Operations Manager, provide receptionist and secretarial services, assist with administrative matters, perform office administrative duties, and coordinate/provide clerical services.

ACCOUNTABILITY

The Operations Assistant works within established Presbyterian polity, FSPC Bylaws and the FSPC Employee Handbook, for the assignments as noted; have authority, within Session policy, for decisions assigned; be accountable to and under the supervision of the Pastor/Head of Staff.

RESPONSIBILITIES

Communications

- Serve as the “face” and voice of Fort Street, with a cheerful and welcoming persona for members, visitors, and guests of the church’s programs
- Be generally available to greet visitors, conducting informal church tours when necessary
- Manage the church’s database records for members and volunteers. Publish the church directory at regular intervals. Record attendance weekly.
- Serve as primary organizer of the church bulletin, including the order of worship and announcements.
- Help set up and facilitate live-stream or pre-recorded worship - including setting up on screen text, editing videos, and posting to social media platforms.
- Answer telephones and provide accurate information regarding the church and its programs.
- Monitor entrances and exits from the building, keeping aware of all comings and goings of visitors and guests.
- Ensure that church signage and posters are up-to-date and reflect the church’s programming.
- Maintain awareness of schedules and availability of church staff (through Google Calendar)
- Ensure proper organization of the church office and administrative area. Order supplies when necessary.
- Coordinate volunteer responsibilities for Sunday Worship. Distribute regular reminders to volunteers about their commitments

Facilities

- Organize and manage the scheduling of the building, including room reservations and scheduling, event planning, logistics, and ensuring that the facility reservation processes (for both inside and outside groups) comply with church policy.

Promotions

- Be able to provide website updates for relevant communications events. Serve as support person for social media.
- Conduct promotions and communications for the church.

Hours: 10:00 – 2:00pm, Monday - Thursday and Sunday 9:00am-1:00pm. And an additional 5 hours per week are flexible, for a total of 25 hours each week. *Special note during the COVID-19 pandemic - candidate does have the ability to work from home for some days/hours.

SKILLS

- A team player, someone who helps others do their job better – “a servant leader”
- A customer focus
- Good oral and written communication skills
- Comfort with a variety of populations, members, staff, visitors, the downtown community
- Skilled in a variety of technological skills, ranging from Microsoft Office to the G Suite (Google Apps), social media, websites, etc. Most important trait is ability to learn new platforms and use them to meet job goals
- Attention to detail
- Eye for design, and creativity in presenting the church
- Demonstrates problem solving skills, including how to develop step-by-step processes to address concerns
- Strong alignment of personal values with the values of Fort Street Presbyterian Church

REVIEW AND APPROVAL OF WORK

Annual performance and employment review will be directed by Operations Manager with input from the Pastor/Head of Staff and Personnel Committee

SCHEDULE

- Attends weekly staff meeting, and maintain regularly scheduled hours but with some flexibility for an occasional night responsibility for special events or circumstances

COMPENSATION

- Salary commensurate with experience

- Benefits, vacation time and sick leave in accordance with Employee Manual.

TERMINATION

Employment may be terminated by either the Operations Assistant or the Church by delivering written notice to the other party at least two weeks prior to the effective date of termination.