



## **Position Description: Administrative Assistant**

### **Fort Street Presbyterian Church**

#### **PURPOSE**

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

#### **Fort Street Presbyterian Church**

#### **ACCOUNTABILITY**

The Administrative 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” 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.
- 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 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. A total of 20 hours each week.

### **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 Director 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 Administrative Assistant or the Church by delivering written notice to the other party at least two weeks prior to the effective date of termination.

## **HOW TO APPLY**

Interested candidates should apply online at <https://goo.gl/forms/pl35j6GFy6DMJyHu2>