

FIRST PRESBYTERIAN CHURCH FERNANDINA BEACH

ADMINISTRATIVE ASSISTANT

POSITION DESCRIPTION

Revised: 10.06.21

Reports to: Senior Pastor/Head of Staff

FLSA status: Exempt



Overview

The Administrative Assistant collaborates closely with the Senior Pastor, other staff, and volunteer church leaders to support the overall ministry of the church. Under the direction of the Senior Pastor, he/she will attend to a variety of responsibilities, including general office management and church communication.

Minimum Qualifications

- Education and Experience: High school diploma required; Associate degree in related field preferred. At least two years of work experience in an administrative role, preferably with a church or non-profit organization. A comparable amount of training, education, and experience may be substituted for the minimum requirements.
- Knowledge, Skills, and Abilities: Proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint); ability to type 35 wpm required. Excellent oral and written communication skills and strong organizational skills required. Proficiency in the use of standard office equipment (PC, laptop, copiers, phone system, etc.) and technology (video conferencing, web sites, etc.) required. Ability to work independently or as part of a team and to use time effectively. Ability to manage information of a delicate, sensitive, or confidential nature. Knowledge of, or willingness to learn, the history and background of First Presbyterian Church of Fernandina Beach and the reformed tradition of the Presbyterian faith.

Essential Functions:

- Greets and helps visitors in a friendly and professional manner; supplies information as requested. Treats all personal information in the church with care and confidentiality.
- Professionally and courteously responds to incoming telephone calls and either assists caller, takes detailed messages, or routes call appropriately.
- Supplies administrative/clerical support to Senior Pastor; produces agendas and minutes for meetings conducted by Senior Pastor; schedules appointments and communicates on behalf of Senior Pastor as requested.
- Prepares reports, letters, and other documents as directed by Senior Pastor.
- Prepares order of service by Friday for both Sunday morning services.
- Communicates daily with Senior Pastor on all matters impacting FPC, pastoral ministry, and/or leadership responsibilities of the Senior Pastor.
- Prepares, maintains, and updates online and hard copy of church master calendar.
- Prepares, scans, and emails meeting materials (agenda, minutes, etc.) to Session members on Friday prior to Session meeting.

- Aids ministry staff and committees as requested by Senior Pastor.
- Coordinates and helps with regular updates and maintenance of FPC's web site, FPC's social media presence, and other effective channels of communication.
- Helps with newsletters, Constant Contact, and phone tree communications.
- Maintains and orders office supplies and equipment as needed.
- Coordinates, schedules, trains, and mentors office volunteer staff.
- Attends weekly staff meetings, taking notes as requested.
- Maintains, backs-up, and confirms integrity of Archival Records on scheduled basis.
- Maintains register and church role for membership, baptism, and funerals. Requests and processes all membership transfer requests.
- Prepares printed scripts and programs for baptisms, weddings, funerals, and other occasions as directed by Senior Pastor.
- Assists couples preparing for marriage by providing them with wedding manual and scheduling marriage counseling sessions.
- Sends announcements and acknowledgments for all special gifts and bequests, including memorial gifts to church funds and Columbarium.
- Accepts and records all purchases made to the Columbarium.
- Other duties as assigned.

Essential Physical Skills: Acceptable eyesight and hearing (with or without corrections); Ability to communicate orally and in writing. Reaching, pulling, pushing, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Hours: This is a full-time position. Though hours can vary based on specific programming demands, ordinarily this position requires 35 hours a week Monday - Friday.

Key Competencies: Integrity, initiative, professional knowledge, interpersonal skills, communication (oral and written), analysis, attention to detail