# First Presbyterian Church Administrative Assistant

# Position Description

**Position Title:** Church Administrative Assistant
**Reports To:** Pastor or Designated Church Administrator
**Employment Status:** Part-Time —20 to 25 Hours per Week
**Work Location and Schedule:** Church location: Church Office
**Starting Date**: January 2027

**Position Summary**

The Church Administrative Assistant provides administrative, organizational, and practical support to the pastor, church staff, and congregation. The position helps ensure the smooth operation of the church office, supports worship services and church programs, and assists with events and other church needs.

The ideal candidate is organized, dependable, personable, service-oriented, and comfortable handling a variety of responsibilities in a small-church environment. Discretion, initiative, flexibility, and a willingness to help wherever reasonably needed are essential, including Sunday church services.

**Essential Duties and Responsibilities**

**1. Office Administration**

- Manage routine office operations, including telephone calls, email, correspondence, visitor inquiries, scheduling, and calendars.
- Prepare and distribute documents, meeting materials, and other communications.
- Maintain church records, membership information, directories, files, and office supplies.
- Provide administrative support to the pastor and church leadership.
- Support Ministry Teams as needed

**2. Worship, Congregational Support, and Communications**

- Assist with preparation for materials for worship services,
- Help coordinate volunteers for worship and various church activities
- Support Ministry teams
- Assist with newsletters, email distributions, website updates, and other communications with the congregation.

**3. Church Programs and Events**

- Assist with the planning and coordination of meetings, classes, fellowship gatherings, and special events.
- Coordinate room reservations, registrations, schedules, and event materials.
- Help prepare spaces and supplies for church activities and work with staff and volunteers to support successful events.

**4. Operational and Financial Administration**

- Receive and distribute mail and deliveries and assist with routine office and recordkeeping tasks.
- Provide administrative assistance with invoices, receipts, and other financial documentation, including support for the church treasurer as assigned.
- Help coordinate routine building access, room use, office resources, and reporting of maintenance or equipment concerns.
- Demonstrate ability to adapt to new technologies and upgraded software
- Process payroll, twice monthly

**5. General Practical Assistance**

- Assist with occasional errands, supply purchases, copying, mailing, room setup, and other practical tasks.
- Support seasonal projects, church-wide activities, and special assignments.
- Perform other reasonable duties that support the church's daily operations and ministry.

**Qualifications and Skills**

- Strong organizational, communication, and interpersonal skills.
- Dependability, initiative, attention to detail, and sound judgment.
- Ability to prioritize tasks and manage competing requests.
- Proficiency with email, word processing, spreadsheets, calendars, and standard office equipment.
- Ability to work courteously with people of different ages and backgrounds.
- Ability to maintain confidentiality regarding pastoral matters, membership information, financial records, and other sensitive information.
- A collaborative, service-oriented attitude and respect for the mission and values of the church.

Previous administrative experience is preferred. Familiarity with church operations, church management software, communications, or event coordination is helpful but not required.

**General Expectations and Working Relationships**

The Administrative Assistant reports to the pastor or designated supervisor and works cooperatively with church staff, ministry leaders, volunteers, the treasurer, and members of the congregation.

The employee is expected to perform duties professionally, courteously, and confidentially; communicate clearly about priorities and workload; and exercise sound judgment. Reasonable flexibility is expected to meet occasional church needs outside the normal office routine, with schedule adjustments coordinated with the supervisor.

Occasional lifting or moving of light supplies and event materials may be required. Heavier work will be handled with appropriate assistance. Other reasonable, job-related duties may be assigned consistent with the position's purpose, the employee's qualifications, and agreed-upon working hours.

## Compensation and Benefits

Paid hourly at $25 to $30 per hour depending on experience

Three weeks annual vacation and two weeks sick leave