



Position Posting  
**Lead Administrative Assistant**  
May 2017

- Employee Classification:** This is a full-time non-exempt position.
- FPC Mission:** Our mission is to invite all people to say “yes!” to Jesus with their whole lives.
- Purpose:** Overall responsibility is for support for office administration, operations, music, missions, and other ministries.
- Accountability:** This position reports to the Business Administrator.

**Job Skills and Requirements:**

- Organized, independent, proactive, and efficient.
- Project planning, workflow management, and multi-tasking.
- Administrative skills, including calendar management, travel arrangements, and correspondence
- Proficiency in Office products
- Working knowledge of desktop and digital publishing using Publisher, InDesign or comparable tools
- Exceptional people skills with ability to work with staff and volunteers and others in a hospitable and positive manner, reflecting the church’s values and mission
- Willingness to serve with the heart of a Christian servant
- Vibrant Christian commitment
- Ability to work in a team environment, with a willing flexibility to ensure church activities are well-supported
- Excellent written and verbal communication skills

**Representative List of Responsibilities:**

**Office Administration & Operations**

1. Manage the budget for office supplies, communion supplies, outsourced printing expenses, bulletin prep & printing, postage, equipment leases & maintenance, and newsletter production
2. Manage printers, mail, bulk mailings, and postage machinery

3. Produce (and create when needed) communications materials (e-newsletter, stewardship materials, booklets, staff business cards, event posters/fliers) in collaboration with the Director of Communications.
4. Manage church membership database and oversee roll reconciliations and documentation
5. Prepare monthly statistical report for Session and contribute to the annual denomination statistic report
6. Update website for assigned pages

#### **Worship**

1. Provide administrative support to Worship Planning team, choir, adult hand bells, children's choirs, communion teams, and Worship Teams
2. Produce weekly bulletins and bulletins for special services
3. Maintain attendance statistics for regular and seasonal events and programming

#### **Facilities & Equipment Management**

1. Assist with facilities planning and room scheduling
2. Oversee printers/copiers (vendor contracts, repairs, leases, supplies, etc.)

#### **Missions**

1. Make travel arrangements for mission trips
2. Manage database of mission partners and coordinate correspondence with them