

Administrative Assistant for Children and Student Ministries

Employee Classification:	Part-time 20 hours per week, non-exempt
FPC Mission:	Our mission is to invite all people to say “yes!” to Jesus with their whole lives.
Purpose:	To assist with the administrative work for children and student ministries.
Position Context:	The Administrative Assistant has an important role in supporting the operations of the Children and Student Ministries. This role will split hours between the two ministries depending on the season and help with some of the larger events such as Vacation Bible School and Confirmation Retreats.
Accountability:	This position reports to the Director of Student and Young Adult Ministry with input from the Director of Children’s Ministry

Qualifications:

- Passionate about Jesus Christ and eager to engage others about their faith and the importance of participating in Christian community.
- Understand, embrace, and enthusiastically commit to and communicate the mission and vision of First Presbyterian.
- Passionate about serving children, students, and their families.
- Organized, independent, proactive, self-starter with skills in project planning, workflow management and multi-tasking.
- Positive attitude and ability to engage others in their Christian journey and the ministries of First Presbyterian Church.
- Excellent teamwork capabilities.
- Possesses strong oral and written communication skills.
- High School Diploma or equivalent required.
- Proficiency in Microsoft Office Suite (Word, Excel).
- Administrative skills (e.g., budgeting, scheduling, meeting management, computer).

Preferred Qualifications:

- Experience working in a church or non-profit organization.
- Knowledge of TouchPoint database software.
- Knowledge of InDesign

Responsibilities:

Administrative Support

- Handle incoming and outgoing correspondence including emails, phone calls, and mail.
- Assist with budget preparation and tracking.
- Provide administrative support for Children and Student ministry programs and events including registration and attendance tracking.
- Coordinate logistics for ministry events such as bookings and catering.
- Input and maintain data in church database systems.
- Organize common workspace

Communication and Collaboration

- Collaborate with ministry leads in calendar planning.
- Coordinate with ministry leads to communicate with parents, students, and covenant partners.
- Develop communication and promotional materials.

General

- Attend staff meetings.
- Be a constructive and helpful support to other members of the staff, and work in collaboration to help better the ministry of the whole church.
- Serve as a team player committed to mutuality and accountability in the Body of Christ.
- Other duties as may be assigned consistent with the rationale for this position.

To Apply: Please send your resume and a brief summary of your journey of faith to Amy Carlan:
AmyC@1stpres.com