

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Fountain Hills Presbyterian Church
13001 N. Fountain Hills Blvd.
Fountain Hills, AZ 85268
480- 837-1763
www.fhpresbyterian.info

Purpose / Position Summary:

Key staff position with responsibilities for the clerical, administrative and communication needs of the church. Providing support of the Pastor, Session, and church membership to pursue the mission of the church.

Essential Duties and Responsibilities:

Administrative – including but not limited to:

- Assist Pastor, staff, lay leaders, members and visitors by phone, letter or email as needed.
- Order and maintain office and church supplies as needed.
- Prepare personal communications to congregants: birthday cards, special acknowledgements, sympathy cards, etc.
- Prepare the Order of Worship (OOW) with Pastor, Music Director and Music Elder
- Maintain and distribute Prayer List of church family as well as for extended family;
- Compile documents needed for meetings, events, educational opportunities and leadership retreat.
- Maintain Church Management system; member information, mailing lists. Etc.
- Manage maintenance of office equipment. Monitor and restock first aid kits as needed.
- Maintain list of congregants without email, forward news in hardcopy by mail.
- Assist in the coordination and supervision of office projects done by, or with volunteers.
- Maintain electronic file folders; insure proper back-up of files.
- Coordinate church calendar, including facility use by groups both inside and outside the church.
- Coordinate the Church Calendar, including initial requests for space use, coordinating with Buildings and Grounds Elder, Custodian: answering questions and responding to inquiries about the spaces.
- Serve as the initial point of contact for weddings and funerals, providing assistance to Pastor.
- Assisting with the organizing of community events sponsored by the church.
- Inform pastor of prayer requests that are received in the church office, by phone, email or in person.
- Coordinate pastoral care visits as needed.
- Oversee and coordinate the issuing and returning of keys.

Communication – included but not limited to:

- Participate as member of the Communications Committee.
- Prepare *The Weekly* email, with links to events, webpages, videos, documents etc.
- Produce monthly (hard copy) newsletter (In Touch }
- Prepare and provide supporting slides for Sundays, holidays, weddings, and funeral and for special events.
- Prepare all marketing and event graphics for slides, social media, website postings and advertisements; coordinate with communications and outreach committees.
- Monitor social media sites and alert the Pastor, Communications Committee, Session and lay leadership to relevant postings.
- Post marketing and events on social media in coordination with Communications Committee strategy.
- Maintain and update church website as information repository and marketing tool; promote use, monitor statistics.

Knowledge and Abilities to Perform Essential Functions:

- Excellent verbal and written communication skills required.
- Organized, focused, customer service-oriented in church office environment
- Technology savvy and able to gain proficiency in numerous software programs and websites.
- Concern for security and confidentiality.
- Self-directed and able to complete duties with little supervision.
- Ability to work under timelines, prioritize jobs, and complete multiple tasks.

Minimum Qualifications

- High school or equivalent (Required)
- Customer Service: 3 years (Preferred)
- Experience in Office 365 including PowerPoint and Publisher or equivalent. (required).
- Experience in Constant Contact (or other email server); Church Management software. (Required)
- Knowledge or ability to learn website and social media maintenance. (Preferred)

Accountability: The Administrative Assistant is supervised and accountable to the Pastor and Session. An Annual Evaluation shall be conducted by Session, Pastor and Employee. Performance of all duties shall be in accordance with the Session Policy manual and with the Clerk of Session, maintain an electronic and hard copy of the manual.