

Job Description

POSITION: Receptionist/Administrative Assistant to the Minister for Congregational Care and Older Adult Ministry (Non-Exempt)

REPORTS TO: Church Administrator

RESPONSIBILITY: Serve as a gracious and informed presence at First Presbyterian Church, expressing the desire of First Presbyterian Church to welcome and assist all those who relate to First Presbyterian Church and provide administrative assistance to the Minister for Congregational Care and Older Adult Ministry with all programs, events, committees and ministries that are his/her responsibility.

TASKS: Receptionist

1. As the first contact people have with First Presbyterian Church, to be informed about all church activities and post the daily calendar of church events and meetings.
2. Receive all visitors and walk-ins, and assist as necessary.
3. Answer and assist and/or route all incoming phone calls, including emergency calls.
4. Receive and compile reservation lists for church functions, to include but not limited to KEYS, Men's Breakfast, and Church Dinner.
5. Develop and maintain church information files to aid in responding to various types of inquiries by members and the larger community.
6. Schedule daily phone coverage, as necessary.
7. Order nametags and nameplates for staff. Order nametags for new members after Discover First Class and all other members as requested.

TASKS: Administrative Assistant to the Minister for Congregational Care and Older Adult Ministry

8. Provide administrative support for the Minister for Congregational Care and Older Adult Ministry.
9. Provide back-up administrative assistance to the Administrative Assistant for Congregational Care for all duties performed by Deacons and Stephen Ministers.
10. Provide administrative support for committees, task forces, and ministries within Congregational Care and Older Adult Ministry (KEYS, Handy Helpers, Men's Ministry, Women of the Church, Sanctuary Flower Committee).
11. Coordinate the publicity for all ministries of Congregational Care and Older Adult Ministry with the Communications Department.
12. Provide back-up support for Deaths/Memorial Services/Funerals as it relates to preparation of the bulletin and all communication to the staff and congregation about a death in the congregation.
13. Prepare publications for KEYS: TV screens, postcards, and weekly handouts.
14. Receive any monies for payment of KEYS events.
15. Prepare and send out monthly birthday mail out, postcards and invitations to birthday luncheon.
16. Update/maintain Older Adults webpage; change monthly events.
17. Receive and request checks for various KEYS accounts: fitness, birthday expenses, etc.

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18. Input all upcoming events/luncheons into ACS Facilities.
19. Coordinate with Director of Facility Operations in preparation of luncheons.
20. Reserve FPC Van for all away trips.
21. Maintain updated listing of KEYS members.
22. Set up sign-in table for events/Sundays.
23. Other duties as assigned by supervisor(s).

DESIRED QUALIFICATIONS:

Education: High school diploma and some college or equivalent experience.

Work Experience: Three or more years of administrative experience.

Computer Skills: Proficiency in MS Word, Outlook, Excel, Canva and/or Photoshop, and database management.

General Skills: Ability to take instructions, summarize, and act upon given instructions from several people throughout the day; flexibility and ability to multi-task and meet project deadlines; ability to interact and respond to church members and members of the community, and understand the need for and ability to maintain confidentiality.