

**First Presbyterian Church
Fort Thomas Ky
Administrative Assistant Job Description**

The responsibilities of the Administrative Assistant (AA) are a combination of receptionist, secretarial, office management, communication coordinator and financial record keeping. The AA manages the church calendar, scheduling events and communicating church activities to the congregation. This position requires excellent communication skills along with proficient computer skills especially with Microsoft Office, social media and website management, and the ability to manage tasks in an efficient and timely manner. The person filling this position will be expected to be an important part of the staff of FPC, and will be a partner with other staff members.

Hours: Tues-Thurs 9-2

2 weeks unpaid vacation annually. As is typical of a church post, there are blackout dates: The 2 weeks before Christmas, the 2 weeks before Easter.

This person will report directly to the Head of Staff, Rev. Samantha Hudson.

The position is part-time, 15 hours per week, at \$15/hr. Paycheck is every 2 weeks.

Qualifications of AA

1. High School Diploma
2. (Prefer) 2 years administrative experience
3. Hours flexible but needs to include 10am-12pm at least 3 days a week

Receptionist Responsibilities

1. Provide a warm welcome to all who come to the church offices, giving appropriate information to members and visitors alike.
2. Handle all telephone communication and direct callers to appropriate places, protecting staff's office hours.
3. Check email and voicemail. Respond or pass messages along in a timely manner.
4. Handle all incoming and outgoing mail. Purchase and control postage.

Secretarial Responsibilities

1. Edit and publish Sunday and special bulletins. Receive all information from the Pastor and appropriate ministries for bulletin content in the following areas: Nursery, acolytes, worship assistants, ushers, fellowship time and liturgist. Be aware of seasonal changes. Mail bulletins to shut ins.

2. Maintain a database of active and inactive members, recording changes when they occur. We use Servant Keeper.
3. Send form letters to visitors when information is provided to you and incorporate information into the mailing list.
4. Receive and acknowledge to the donor receipt of memorial gifts, informing families of gifts.
5. Assist committee chairpersons as needed: printing, communication, etc.

Office Management Responsibilities

1. Scan and email all invoices and send to appropriate committees for approval, with original sent to Church Treasurer.
2. Maintain the church calendar of events to facilitate scheduling the use of church property, publicize special events, and help coordinate with the staff.
3. Operate and provide for maintenance and repair of office equipment.
4. Maintain office inventory of supplies and order when appropriate.

Financial Related Responsibilities

1. Enter or upload annual pledge amounts from members and staff to Servant Keeper.
2. Input receipts; pledge payments, donations to special causes (mission trip, memorials, Wise Owl scholarship, VBS, etc.), non-pledge contributions, etc. from members, staff, and non-members if tax deductible in Servant Keeper.
3. Verify all data entry and coordinate with Treasurer (who uses Quick Books) on a quarterly basis.
4. Handle communication with Wells Fargo when donations of stock are received to determine who the contribution is from so it can be added to QBO like any other receipt.
5. Maintain a file for all reports used to input data that can be easily accessed if questions arise
6. Communicate with Stewardship if there are any questions or issues

Communication Coordinator Responsibilities

1. Use an online mail service (Mail Chimp) to create and send a monthly newsletter. Print and send copies for snail mail. This will involve coordinating information from committees, staff and session members.
2. Coordinate communication among committees and staff.
3. Coordinate a cohesive, creative social media presence on our website, facebook page. Schedule weekly posts, including upcoming events and photos as notified by staff/committee chairs
4. Generate new, more current, creative social media presence, on our Instagram, Snapchat, TikTok

Updated: Sept 20, 2021