



POSITION DESCRIPTION

Title: Executive Assistant
Area of Ministries: Support
Supervisor: Head of Staff
FLSA Status: Part-Time, Non-Exempt
Date: October 2023

We invite your interest and referrals for the following job opening;

Fox Chapel Presbyterian Church seeks to fill the position of Executive Assistant. This is a part-time position requiring 35 hours per week and will report to the Head of Staff.

The Executive Assistant provides high level administrative support to the Head of Staff in coordinating, scheduling, and recording diverse areas of ministry including pastoral care, worship, special events, and stewardship. They directly support Session and the Church's Nominating Committee, and will maintain necessary records for the Presbytery.

This position requires regular in-person office hours. Although typical office hours would be from 8:30-4:00, there is some schedule flexibility. Experience with Microsoft Office software is a requirement and familiarity with ShelbyNext is helpful. A full job description is available on request. Salary, with a range from \$18 to \$23/hour, will be commensurate with qualifications and experience.

Interested candidates should reply with cover letter and resume to jobs@fcpc.us .

Fox Chapel Presbyterian Church is an equal opportunity employer.