

Administrative Assistant

Monday-Friday, 9am-1pm, in person

Primary Responsibilities:

- Staff the front desk: answer phones, greet visitors and create a hospitable environment.
- Support the ministry of the church by performing administrative tasks such as producing occasional worship bulletins, music programs, and correspondence, and ordering worship supplies.
- Perform ongoing general office tasks, including managing all aspects of mailings and print communications, overseeing records and clearances for members and volunteers, coordinating with volunteers, coordinating weekly floral arrangements, and maintaining church attendance records.
- Perform daily general office tasks: distribute mail, monitor office supplies and equipment, and ensure the copy machines have sufficient ink and paper.

Qualifications:

- Feel a clear call to serve in the church;
- Be able to work collegially and efficiently with staff and church members and be personable and friendly while staffing the front desk;
- Be a good communicator, personable, organized and task-oriented;
- Possess excellent editing skills;
- Be efficient and attentive to detail with the ability to multi-task;
- Be able to demonstrate proficiency in Microsoft Office (Word, Excel, Outlook and Publisher);
- Be comfortable managing online content, including membership database, website, and social media platforms;
- Have or obtain ACT 33/34 and FBI clearances (paid for by FCPC).

To Apply:

- Please email cover letter and resume to jobs@fcpc.us to apply.

FCPC Purpose:

As a community of Christ's disciples, we joyfully participate in Christ's mission of love and peace, transformation and hope by:

- inviting and welcoming all people into a life with God and a caring fellowship of faith;
- glorifying God through engaging worship, prayer, and praise;
- nurturing spiritual growth of people of all ages and equipping them for lives of ministry;
- and
- following the Spirit to witness to God's kingdom through compassion, justice, and service.

Job Type: Part-time

Salary: \$18.00 - \$20.00 per hour