

First Presbyterian Church of Berkeley

Administrative Assistant, Christian Formation Ministry

Non-Exempt, 37.5 hours/week, Benefits

Priority deadline to apply: April 4, 2018, open until filled

Position Title: Administrative Assistant, Christian Formation Ministry **Date:** March 2018

Job Summary: Provide administrative support for Community Life, Young Adult and Adult Christian Formation ministries.

Major Responsibilities/Activities

Communications, Meetings, and Events Administration (90%)

Community Life (60%)

Support church-wide Community Life programs and events including Community Groups, Fall Connecting/Kickoff events, New Member classes, Neighborhood Picnics.

Young Adult Christian Formation (20%)

Support Young Adult monthly ministry and retreat.

Adult Christian Formation (20%)

Support Adult ministries including Middle Hour, Emmaus Communities and other Sunday School groups, Summer Institute, Men's and Women's ministries.

Communications

- Provide general information and respond to inquiries to relevant ministry contacts.
- Coordinate and support regular department communication: update the website and church calendar; ensure collateral materials to connect are available on the Welcome Cart; email newsletters for each ministry.
- Coordinate with the Communications Coordinator to implement publicity plans, bulletin announcements, social media, and reproduce publicity materials etc.
- Provide expert and ongoing database support to update, maintain and add new participants for classes and all groups.

Meetings and Events

- Manage registrations and details for Community Groups, classes, and special events. Manage ministry calendar. Send reminder and agenda emails to groups, leaders, and volunteers for meetings, deadlines and event participation.
- Coordinate facility logistics for classes and events including; room reservations and setup, preparing signage and parking passes, ordering supplies, printing materials, and making catering, parking, and childcare arrangements.
- Format, prepare and/or produce materials, such as handouts, rosters and nametags for classes, meetings, leadership development, retreats and volunteer appreciation activities.

General Clerical Responsibilities (10%)

- Primary admin support for Associate Pastor for Christian Formation including coordinate schedule/calendar, meeting set-up and materials, travel arrangements, expense reports, etc.

- Oversee corresponding electronic files for Department programs/events including forms, publicity, training materials, invitations, nametags, etc. Typing, printing and filing hardcopies as requested needed.
- Support finances for programs/events, including collecting payments for deposit, processing check requests, purchase orders, and refunds, tracking receipts, etc. for staff and volunteers. Prepare expense and credit card reimbursement forms each month.

Minimum Requirements

- A growing and deepening faith in Jesus Christ.
- At least 2 years of administrative/office experience. Church staff experience very desirable.
- Demonstrated administrative and organization skills, including use of office equipment (telephone system, photocopier, laminator, scanner, etc.).
- Attention to detail to produce high quality work; able to follow projects, ideas, and needs through to completion.
- Self-directed with ability to manage multiple priorities and projects between the Christian Formation Ministries.
- Excellent interpersonal and people skills, discretion, and ability to work graciously and collaboratively with staff, ministries, volunteers, and lay people.
- Strong oral and written communication skills, including excellent e-mail and proofreading skills. Social Media familiarity a plus.
- Ability to maintain confidential information as required.
- Proficient knowledge of needed software programs and web-based applications, which may include: Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), Microsoft Publisher, Google Drive and Docs, and familiarity with using database programs. Adobe InDesign required. Photoshop, Dreamweaver and html experience a plus.
- Willing and able to apply advanced features in software and applications, and learn new programs, specifically Shelby Database and other applications as needed.

Reports to: Associate Pastor for Christian Formation

Note: Nothing in this job description restricts the right of First Presbyterian Church leadership to assign or reassign duties and responsibilities to this job at any time.

How to Apply:

- Find our application form at <http://www.fpcberkeley.org/employment.asp>
- Return this form with your Cover Letter and Resume to Bonnie Rauscher, Human Resources, at bonnier@fpcberkeley.org, or Bonnie Rauscher, First Presbyterian Church of Berkeley, 2407 Dana St., Berkeley, CA 94704.

Priority Deadline: April 4, 2018. Rolling review upon receipt. Early applications are encouraged.

Position will remain open until filled.

Job offer will be contingent on passing a criminal record background check.