

First Presbyterian Church of Berkeley
Administrative Assistant, Choirs and Children's & Family Ministry
Non-Exempt, 32-35 hours/week, Benefits
Priority deadline to apply: April 22, 2019, open until filled

Position Title: Administrative Assistant, Choirs and Children's & Family Ministry **Date** 8/2017

Job Summary: Provide administrative support to Choirs and Children's & Family Ministry.

Major Responsibilities/Activities: Choirs

Music Resources

- Order and distribute music to choirs and musicians, maintaining music binders, filing, and coordinating with choir librarians.
- In partnership with music staff and volunteers, assist in maintaining music library.
- Coordinate and communicate with music and worship volunteers.

Event Production

- Arrange for room reservations, room setup, parking arrangements, childcare reservations, orchestra needs, etc. for concerts, retreats and other choir events.
- Coordinate hiring and contract arrangements for orchestral musicians and soloists; organize, prepare, and distribute orchestral and soloist music parts.
- Project manage publicity needs such as bulletin announcements, radio spots, general email invitations, graphic design, posters, etc.
- Maintain task list for Concert Stage Manager. As available, can take on Stage Manager duties as needed.

Administration

- Keep worship planning documents current with choir information.
- Maintain calendars for children's, youth, and adult choirs in worship.
- Maintain current choir and musician rosters.
- Prepare content for Sunday worship music, concert programs, retreat booklets, etc.
- Send reminder emails to families, teachers, and volunteers.
- Maintain and restock necessary supplies, and set-up choir rooms for Sunday morning rehearsals.

Major Responsibilities/Activities: Children's & Family Ministry

Program Assistance

- Prepare Children's Ministry program materials for Sunday, including forms, signage, and nametags.
- Compile and assemble volunteer education manuals and training materials.
- Supervise creation of Children's Worship Guide for Summer Family Worship.

Database

- Work with database manager to maintain current program membership records for children and volunteers in Shelby database (e.g., registration for new children, attendance, rosters, mailings, emails, and reports).

Special Event/Project Support

- Coordinate event/activity logistics for All Church Conference, Vacation Bible School, and other events, including: advance planning, room reservations, audio-visual needs, signage, set-up and facility usage, parking, publicity, registrations/RSVPs, food and supplies as needed.
- Assist and attend as needed.

Administration

- Handle protocols for birthday, get well, thank you, baptism, and new baby.
- Send reminder emails to families, teachers, and volunteers.
- Administer updates of childcare policy documents as needed.

General Clerical Responsibilities/Both Departments

- Manage financials for programs/events, including collecting money, processing check request, payments and refunds, tracking receipts, and budgets etc. for staff and volunteers. Complete expense and credit card reimbursement forms each month.
- Manage Department calendars and event schedules.
- Oversee electronic files for Department programs/events including forms, publicity, training materials, correspondence, invitations, nametags, etc.
- Typing, filing, scheduling meetings, and other administrative tasks as assigned.

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.).
- Desire to support and minister to children and their families, and singers and musicians of all ages, with an ability to maintain confidential information as required.
- Self-directed with ability to manage multiple priorities and projects between Music Ministry and Children's and Family Ministry. Strong multi-tasking capabilities.
- 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 proofreading skills.
- Attention to detail to produce high quality work; able to follow projects, ideas, and needs through to completion.
- Proficient knowledge of needed software programs and web-based applications, which may include: Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), Adobe InDesign, Microsoft Publisher, Google Drive and Docs, and familiarity with using database programs. Adobe Dreamweaver and html experience a plus. Willing and able to apply advanced features in software and applications, and learn new programs and applications as needed.

Reports to: Director for Choirs, Director of Children's & Family Ministry

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 22, 2017. 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.