

First Presbyterian Church of Berkeley
Administrative Assistant, Christian Formation Ministry
Non-Exempt, 40 hours/week, Benefits
Priority deadline to apply January 3, 2020, open until filled

Position Title: Administrative Assistant, Christian Formation Ministry **Date:** December 2019

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

Major Responsibilities/Activities

Communications, Meetings, and Events Administration (90%)

Adult Christian Formation (95%)

Support Adult Christian Formation ministries including Christian Formation Essential Experiences (programs, classes, and retreats), Community Groups, existing and future Middle Hour Communities (Starting Point, Emmaus Communities, Building Families of Faith, Adult Fellowship Groups, and Summer Institute/Colloquium), Men's and Women's ministries, and all other events supported and/or sponsored by Adult Christian Formation.

Young Adult Christian Formation (5%)

Support Young Adult ministries, events, and retreats.

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 relevant collateral materials to connect are available on the Welcome Cart;.
- Coordinate with the communications team 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, events, and all groups as requested.

Meetings and Events

- Manage registrations and details for Christian Formation classes, events, and programs, Community Groups and special events. Manage ministry calendar for public website and internal use. Send reminder and agenda emails to groups, leaders, and volunteers for meetings, deadlines, and event participation.
- Coordinate 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. Maintain hospitality tracking document for events.
- 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 Director for Community Life and Assistant Director 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: Director for Community Life

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: January 3, 2020. 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.