

**First Presbyterian Church of Berkeley**  
Administrative Assistant, University and Youth Ministries  
Non-Exempt, 40 hours/week, Benefits  
Priority deadline to apply: December 18,2019, open until filled

**Position Title:** Administrative Assistant, University and Youth Ministries

**Date** December 2019

**Job Summary:** Provide administrative support for University and Youth ministries in partnership with staff, lay leaders, and volunteers.

**Major Responsibilities/Activities: University Ministries (40%)**

**Program Assistance**

- Assist weekly with FoCUS (Fellowship of College and University Students) and 2:42 House projects, including ordering materials, communicating/emailing with FoCUS worship leaders, coordinating meetings with mission partners for 2:42 House meetings, and other tasks as requested.

**Event and Project Support**

- Coordinate logistics for all onsite meetings and offsite local and retreat events, including research venues, reserve room/s, coordinate guest speaker logistics, prepare and process contracts/deposits, arrange for catering and transportation if needed, and other support.
- Coordinate annual service learning trip travel logistics (March) and complete expense tracking.

**Major Responsibilities/Activities: Youth Ministries (40%)**

**Program Assistance**

- Assist weekly with High School and Middle School program and projects including ordering materials, sending emails to families, leaders, and volunteers, and other tasks as requested.
- Work with Youth and Communication staff to develop and produce Youth ministry publicity, e.g., web and social media, event flyers, publications for students, families, and the community.

**Event and Project Support**

- Coordinate logistics for high school and middle school events, including: planning, room reservations and set-up (internal and external venues), audio-visual needs, signage, parking, publicity, registrations/RSPVs, food and supplies, travel arrangements, post-event follow-up, etc. as needed. Manage student registration and required medical forms. Events include high school HS and MS Fall Kick Off, retreats, Game Nights, All Church Conference (ACC), Senior Night, 8<sup>th</sup> Grad Night, summer camps, and others.
- Provide admin support for annual high school Mexico mission trip (June) including info packet, registration, travel logistics, training materials, required participant forms, support letter campaign, fundraising, prayer cards, supplies, reunion event, and related publicity, etc.

**General Clerical Responsibilities/University and Youth Departments (20%)**

- Manage and maintain University and Youth department calendars and event schedules.
- Manage University and Youth ministry lay leader and participant contact information. Youth includes youth parent contact information, new youth registration, rosters, emails, and reports.
- Manage University and Youth financials for programs/events/fundraising, including collecting money, processing check requests, payments and refunds, tracking receipts, and budgets, etc. for staff and volunteers. Complete expense and credit card reimbursement forms each month.

- Oversee electronic files for University and Youth 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, with an ability to maintain confidential information as required.
- Self-directed with ability to manage multiple priorities and projects between University and Youth ministries. 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:** Minister for University Engagement

*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](mailto:bonnier@fpcberkeley.org), or Bonnie Rauscher, First Presbyterian Church of Berkeley, 2407 Dana St., Berkeley, CA 94704.

Priority Deadline: December 18, 2019. 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.