



First Presbyterian Church
Richmond, CA
One Family - Many Faces

OFFICE POSITION – FIRST PRESBYTERIAN CHURCH, RICHMOND, CA

Ministry Description: To facilitate quality communication for our church among the membership and to the greater community.

Competencies:

- Strong computer skills and proficiency with Microsoft Office Suite.
- Skill and experience with digital and print communication.
- Mastery of social media platforms and website maintenance.
- Fluency in English, with Spanish or Portuguese preferred.
- Excellent verbal and written communication skills with experience in office management.
- A working knowledge of standard office equipment and good grasp of general office skills.

Characteristics:

- Person with vibrant Christian faith preferred.
- Ability to maintain confidentiality in all situations.
- A self-starter who is good at prioritizing projects and gives attention to detail.
- Possesses a helpful, cheerful, and servant attitude to all.
- Appreciation for a multi-cultural church environment.
- Must have maturity and ability to work independently and in cooperation with ministry leaders, church members, and local community.

Specific Duties:

- Weekly preparation of worship materials.
- Regularly update the church website.
- Prepare and distribute digital and print communications weekly.
- Answer incoming communication (phone calls, email, etc.), ensuring that messages are given to the appropriate staff person(s).
- Regularly update and maintain church databases.
- Maintain master church calendar and scheduling of events
- Maintain office supplies.
- Recruit, coordinate, and supervise office volunteers.

Compensation

Hours: 20 hours/week. Combination of virtual and in person office hours Monday – Friday.

Wage: Commensurate with experience

Possible increase in hours, duties, and benefits

Application Process

Send cover letter and resume by email to jwheelerfpcr@sbcglobal.net. Interested individuals will need to complete an application, skills assessment evaluation, and background check.