

Communication and Administration Assistant

Introduction: As a reflection of the love of Christ, support the pastor, Clerk, Session, Deacons, members and church community of First United Presbyterian Church (FUPC) with care, confidence, clarity, and creativity.

Job Purpose: The Communication and Administration Assistant will provide competent, dependable, friendly, and relationship-building communication, media creation and online presence to build community and increase the mission and ministry of FUPC.

Responsibilities:

- Compile and create PowerPoint or Bulletins for
 - Weekly Worship as a guide for worship service to include text, multimedia, hyperlinks, remote access place holders, and other elements as needed
 - Special worship services and events (weddings, funerals, concerts, etc.)
- Populate and distribute Weekly email (Timely News)
 - Embed links, videos, documents, text for Pastor's weekly message
 - Update Zoom links, calendar, announcements, Session and Team information, birthdays/anniversaries, prayers or other entries
- Maintain efficient and effective email, mail, phone and voicemail correspondence
- Mail sermon and other weekly communications to list of those who request it
- Coordinate YouTube Livestreams and content for weekly worship services and other live and uploaded videos.
- Populate, promote, and maintain
 - Sermon and other content to Blogger weekly
 - Social Media presence (currently Facebook, Instagram, and Twitter)
 - Website
 - Request, compile and populate updates and new content regularly
- Maintain online calendar and volunteer sign up (SignUp Genius)
 - Coordinate entries with pastor, Clerk, team leaders, and deacons.
 - Alert appropriate parties to conflicts in building use or Zoom account use.
 - Notify board and committee members of meetings (by email, phone or regular mail) when requested by chairpersons.
- Coordinate and create Zoom meetings for worship services, meetings, Bible studies, book groups, faith formation, fellowship, and other
- Maintain church property, licensing and functions
 - One License, PC(USA) publications
 - Door key pads
 - Phone, Doorbell, Internet, router, etc
 - Inside keys
 - Paper and other supplies (fellowship, office, pews)
- Circulate press releases as needed
- Assist with the creation of signs, brochures, postcards, etc. for communication about church ministries
- Support Database contact information (PowerChurch) as needed
 - Compile and coordinate data with deacons, treasurer and finance secretary

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- Update membership directory annually for distribution to members
- Support Clerk of Session, Session, Deacons and Teams as needed
 - Help prepare agendas, minutes, reports, and other documents for Session, Deacon, and other meetings; assist Clerk of Session
- Support Treasurer and Financial Secretary as needed
 - Help sort, prepare, file, deliver and process bills and payments
 - Maintain and prepare documentation and statements as directed
- Maintain a handbook of operations and tasks to guide volunteers substituting for this position.
- Maintain confidential information reliably and demonstrate a high level of integrity and trustworthiness
- Follow all church processes and policies
- Other duties as needed to support pastor, clerk of session, elders, deacons, and church operations

Required skills and abilities:

- Familiarity and facility with the following programs and platforms:
 - Microsoft Suite (including esp. Word, Excel, Publisher, and Powerpoint)
 - Mailchimp online email program
 - Zoom
 - Youtube, Facebook, Instagram, Twitter, Blogger, and other social media
 - Signup Genius
 - Google Suite (including esp. Mail, Calendar, Drive, Docs, Photo, and Slides)
 - Dropbox
 - Wix (website)
- Possess a high level of integrity and trustworthiness
- Comfortable and enthusiastic to learn and/or use new technology; ability to troubleshoot problems with interfacing various programs and platforms
- Strong writing and editing abilities; detail oriented
- Familiarity with church operations desirable
- Self-motivated; strong time management, planning, and organizational skills; ability to prioritize and meet deadlines
- Ability to respond to suggestions and feedback in an effective and appropriate fashion
- Ability to adhere to First United Presbyterian Church's Child Youth Vulnerable Adult, Sexual Misconduct, and Employment requirements and processes as required by church policies.
- Core interpersonal skills: conveys confidence, competence, friendliness and helpfulness to those connecting with the church.
- Teamwork: works effectively and cooperatively with others; supportive of the abilities, ideas, and creative gifts of others
- Initiative: works independently to get work done; initiates matters without supervision or prodding; seeks to learn new skills and methods
- Communication/conflict resolution: communicates clearly, directly, respectfully; resolves conflicts constructively

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- Flexibility/adaptability: flexible, resilient and adaptable to changes within the church community and areas of specific ministry.
- Problem solving: ability to come up with creative and/or positive solutions to problems; ability to deal with problems under pressure.

Job Requirements

- At least 18 years of age
- Satisfactorily completion of a background check, three reference checks, signed policy agreements, training, and other processes as required by church policies.
- Notice to the Pastor or the elder for Christian Education for
 - 1) any planned absences with an advance two week notice; or
 - 2) any unplanned absences at least two hours prior to the shift;
- Attend an evaluation after a 90-day probationary period and thereafter annually.

Commitment: This is a part-time position with expected task completion to require about 12-16 hours/week. The hours are to include flexibility in the week to meet mid-week and end-of-week task deadlines as arranged with the pastor. Responsibilities can be completed remotely in coordination with the pastor. Some onsite hours may be required.

Compensation: This is an hourly position, budgeted at \$17.50 - \$20/hour. Two weeks of sick leave/vacation hours provided annually and applied after communication with or in coordination with the pastor.

Accountability: The Communication and Administration Assistant is a “non-exempt” position accountable to the Session through the Pastor as head of staff. Annual performance reviews, or reviews as needed, to be conducted in coordination with the Personnel Team. The Personnel Team will annually review the adequacy of compensation.

Termination Policy:

- There will be a 90-day probationary period where either party may terminate employment without cause. Beyond this a two-week notice is expected;
- Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment;
- Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect and for violation of church policies. Termination may occur for failure to carry out job duties as described above.