

## Administrative Assistant

**Purpose** Provide administrative support to Senior Pastor as well as Adult Ministry pastors

**Accountability** Direct report to Chris Rose, Administrative Director

**Schedule** Hourly, Part-time –28 hours per week (Mon-Thu 8:00 a.m. to 3:30 p.m.)

### Specific Responsibilities

- Edits/produces written material from Senior Pastor
- Coordinates sermon materials between preaching pastors and Worship Department weekly
- Coordinates schedule, travel, and meetings for Senior Pastor
- Answers and directs phone calls and emails for Senior Pastor and others
- Assists Senior Pastor and Adult Ministries Team in organizing and coordinating projects
- Coordinates efforts between Adult Ministries Team and Administrative Team to accomplish tasks and projects efficiently
- Greets guests graciously and with confidentiality and discernment
- Orders supplies as needed
- Other administrative tasks as assigned

### Abilities & Requirements

- Able to multi-task, meet deadlines, problem-solve, and re-evaluate priorities in a fast-paced environment
- Able to respond to congregation, community leaders, and staff with professionalism, diplomacy, discretion, and encouragement
- Highly organized and energetic; a self-starter
- Very proficient in Microsoft Office programs including Outlook, Word, Excel, Publisher
- Understanding of computer and data systems; ability to learn and implement new systems
- Strong writing, typing, and communication skills
- Able to recruit, train, and manage volunteers where needed to accomplish workload

### General FAC Expectations

- Demonstrates a growing personal relationship with Jesus Christ evidenced by action, attitude, and behavior
- Possesses the spirit of a humble servant of the Lord
- Conducts themselves in a manner worthy of a visible representative of Christ
- Maintains loyalty to our team and church family
- Maintains the ability to fully embrace FAC's vision, values, and statement of faith
- Understands and participates in FAC's culture

*The purpose of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee holding this position. Employees may be required to perform job-related tasks, within their abilities, other than those specifically presented in this document.*