



First Presbyterian Church Wichita Falls

3601 Taft Blvd, Wichita Falls, TX 76308 940.767.2547

Job Description

Position Title: Administrative Assistant

Reports to: Senior Pastor & Head of Staff

Status: Part-Time / Hourly

Hours: Mon - Thur. 9:00am-4:00pm, Fri. 9:00am – 12:00pm (1 hour unpaid for lunch), 30-33 hours per week.

Pay: \$15 / hour

Benefits: PTO based on FPC Church Staff Handbook.

Position Summary: The Administrative Assistant will work at the front desk of FPC's main office. Assistant must have excellent organization, communication, and interpersonal skills. The individual interacts with members of the church, staff, and community. A professional appearance and presentation is required.

Primary Tasks and Expectations

- Maintain a welcoming, clean, and orderly environment in the church office.
- Be the first point of contact in assisting guests of the church with questions or requests.
- Read and respond to church emails in a timely manner.
- Answer phone calls in the church office.
- Coordinate and maintain the church calendar, track reservations for events, collect and hand out order forms as needed. Provide information to other necessary staff members.
- Maintain and set church-wide door lock schedule and admit guests into church building through the church office entrance (TLC Preschool as needed)
- Prepare materials to be distributed at staff weekly meetings as given by the Senior Pastor.
- Attend weekly staff meetings on Tuesdays as part of the ministry support team.
- Maintain church records including: new members, baptisms, marriages and deaths in the church database.
- Assist in scheduling appointments for the pastors, receiving messages, and handling information with care and professional integrity.
- Collaborate across staff departments to assist in larger projects as needed.
- Print the weekly Sunday worship guide (bulletin) and for other additional church or funeral services.
- Complete other duties that occur in an office setting such as, but not limited to: church mailings, ordering and maintaining office supplies, distributing mail, copying, assembling folders, etc.
- Exhibit a professional attitude and commitment to FPC, its members, staff and reputation. Must maintain a degree of confidentiality and discretion with information as it is received.

Required Knowledge, Skills and Abilities

- Outstanding written and oral communication, organization, multitasking, and detail-oriented.
- Friendly and courteous, and a team player.
- Comfortable and capable of being in the office alone for an extended period of time.
- Demonstrate patience and understanding when dealing with confused, grieving, or difficult visitors in the office.
- Knowledge and ability with Microsoft office, Google Drive, etc.

Education and Experience

- High school diploma required (Associates or Bachelor's degree preferred).
- Office work experience required.