



# Friendship Community Presbyterian Church

Position Description: Church Administrative Assistant

**ABOUT OUR CHURCH:** Friendship Community Presbyterian Church is a small, diverse, urban congregation committed to preaching the Word of God and spreading the Good News to the surrounding community through worship, small group discipleship for both youth and adults, community-centered activities at The Corner, and other ministries of compassion. We are part of the Presbyterian Church (USA).

**OUR MISSION:** Following Jesus Christ, we make disciples and love our neighbors in cross-cultural fellowship.

**SCOPE:** To provide office support for the church staff and for approved committee activities.

**HOURS:** 10 hours per week. The office hours will be scheduled by agreement with the Pastor. A probationary 3-month period will begin with 10 hours per week. Following this, increased hours and responsibilities may be negotiated.

## QUALIFICATIONS:

- Competency with Microsoft Office, internet, and email
- A gracious, welcoming spirit
- Well-honed organizational skills
- Candidates should model a vibrant Christian faith
- Webpage maintenance a plus

## RESPONSIBILITIES:

### Administrative Assistant

Answering the phone and taking messages, preparing worship bulletins on Fridays, keeping up announcement sheets for bulletins, keeping google calendar updated, emailing reminders to various people of upcoming tasks they do, scheduling and processing fellowship hall rentals, ordering supplies, sorting mail, communicating with the janitor about upcoming events or rentals, rotating pictures in the sanctuary, maintaining google groups memberships, maintaining van schedule, maintaining

offering counters schedule, maintaining a membership directory, gathering reports and compiling them into the monthly Session reports, gathering reports and compiling them into the Annual Congregational Meeting report (held in Jan or Feb),

Applicant must be proficient in using Excel spreadsheets and have good organizational skills.

#### ACCOUNTABILITY:

The Administrative Assistant will need to be able to affirm the church's mission statement and be able to conduct him or herself in a manner that reflects positively on the Christian faith. As with any office position, discretion and holding information in confidence is required.

The administrative assistant is accountable to the Pastor, as head of staff and to the Personnel Committee. As with all Friendship Community Church staff, the administrative assistant is responsible for reading and following the Church's Personnel Policy.

#### EVALUATION:

Weekly staff/supervisory meetings will occur with the Pastor. The probationary 3-month period will be followed by an evaluation conducted by the Personnel Committee. Continuing employment will include an annual performance and compensation review conducted by the Pastor with the help of the Personnel Committee.

#### COMPENSATION:

Compensation Range: \$12.00 to \$15.00 per hour based on experience, paid monthly on the last day of the month.

*If interested in applying, please email a letter and resume to [garywm2005@gmail.com](mailto:garywm2005@gmail.com), or mail them to:*

*Rev. Gary Willingham-McLain  
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