

**First Presbyterian Church – Charlotte**  
**Administrative Assistant Job Description**  
Reports to: Associate Pastor for Congregational Care

First Presbyterian Church is looking for a highly organized and detail-oriented Administrative Assistant to keep our outreach and congregational care areas running smoothly and efficiently. This role relieves management of administrative details; gathers, compiles and reports information relevant to/for the Associate Pastor and/or Director. This is a great opportunity to assist our Associate Pastor of Congregational Care and Director of Outreach with diverse projects and provide general administrative support.

**Skills and Qualifications:**

- Decision-making: the ability to make independent decisions on a daily basis, addressing the best way to handle specific tasks.
- Communications and collaboration: must collaborate with other administrators and support personnel, leadership, church members, and community partners on a regular basis.
- Organizational skills: Organization and prioritization are the core elements of this position's responsibilities. You must know how to keep yourself and others organized and how to determine which tasks are the most important in a given list.
- Writing: Spelling, punctuation, sentence structure and writing are essential to the function of this role, the person filling this position must be proficient in a variety of styles, from creative to professional to church-specific and more.
- Computer literacy skills: Proficient in Microsoft Suite (i.e. Word, Excel, PowerPoint), Google Workspace (i.e. Google Docs, Google Sheets), email blasts.
- Appreciation of Confidentiality: Exercise good judgment about confidentiality of pastoral concerns and information.

**Duties and Responsibilities:**

**Weekly:**

- Provide general administrative support for Associate Pastor of Congregational Care and Director of Outreach, including calendar management (in-person, conference calls, zoom meetings, etc.)
- Provide administrative support to the Associate Pastor for Congregational Care for weekly pastoral concerns, including oversight of hospital list, prayer list, on-call pastor schedule, and drafting/sending grief letters and other regular care correspondence
- Keep records for relevant ministry-area programs and funeral planning.
- Lead on EMS data entry and updating; enter setups in EMS for all outreach, congregational care, and Presbyterian Women meetings and events/activities
- Assist Associate Pastor for Congregational Care and Director of Outreach with the maintenance and reconciliation of monthly credit card expenses
- May act as a liaison to outside partners coordinating events and schedules for the Associate Pastor and/or Director of Outreach

## **Periodically:**

- Act as primary support for funeral logistics in coordination with AP and Funeral Guild volunteers
- Provide administrative support to the Director of Outreach in the grantmaking process for local and global partnerships (i.e. sending applications, updating contact information, printing and filing copies, etc.)
- Create final gift letters indicating the amount and timeline for distribution and work with the Finance Department to ensure letters and checks are mailed in a timely manner
- Assist in preparation for global and regional travel (i.e. book flights, communications, secure travel insurance, etc.)
- Assist in gathering of worship materials for occasional seasonal worship services (Service of Wholeness and Healing, Holy Week)

## **Physical Requirements**

- Include but may not be limited to frequent handling of files, books, boxes of documents, keyboarding, operating a telephone and other office equipment
- In-office work with option of 1 virtual workday per week at the discretion of manager

## **Apply**

- Send a resume and cover letter to [employment@firstpres-charlotte.org](mailto:employment@firstpres-charlotte.org)