

First Presbyterian Church of Charlotte, NC, seeks a full-time Administrative Assistant for Formation to join the staff team. This person will work with the Formation Ministry to provide comprehensive clerical and administrative services including coordinating and scheduling activities for adult, youth and children Formation staff and programs on an as-needed basis.

Who We Are:

- We are a family of faith in Jesus Christ as Lord, seeking to understand and follow his teachings.
- We bring our diverse social, political, and theological perspectives to be woven together in community.
- We seek to glorify Christ in the heart of Charlotte through our worship, care, formation, and mission.
- We welcome all to join us in our journey of faith, trusting God to change us, our community, and our world.

Since 1821, First Presbyterian Church has been uniquely positioned in the dynamic and diverse uptown area where we are a strong presence “for Christ in the Heart of Charlotte.” We are a multigenerational church with 2,000 members and an inspired leadership team focused on strengthening, expanding, and extending our ministry. Learn more about our church at www.firstpres-charlotte.org. A full description of the Administrative Assistant for Formation can be found below. Those interested in the position should send a resume and cover letter to Jesse Hite, Church Business Administrator, at employment@firstpres-charlotte.org.

Administrative Assistant for Formation

Reports to: Associate Pastor for Christian Formation

FLSA Status: Full-Time, Non-Exempt

Job Summary

Provide comprehensive clerical and administrative services including coordinating and scheduling activities for adult, youth and children Formation staff and programs on an as needed basis.

Essential Duties and Responsibilities:

- Provide administrative support to Formation staff
- Serve as main contact for Formation Program area (including managing incoming phone calls); interact with church members, other church staff and the congregation at large in a personable and professional manner.
- Maintain and coordinate multiple calendars using MS Outlook including scheduling, confirming, sending notifications of appointments and engagements. Coordinate meetings between directors and volunteers for special events. Be familiar with community calendars, Presbytery of Charlotte, and church calendar to avoid conflicts. Keep directors informed and reminded of key dates.
- Prepare documents and presentations using MS Office applications (Word, PowerPoint, Publisher, Excel) from bullet point information provided by directors, including proofreading, editing for grammar, etc.

- Perform all Formation-related clerical functions (filing, copying, etc.). Maintain all Formation-related files, documents, and information in an organized, systematic manner. Maintain up-to-date and accurate contact information.
- Provide support for weekly events and special programs. Make facility reservations, request event set-up, and ensure overall preparedness for events (including equipment, volunteers, clean up, etc.) for weekly events, recurring meetings and special programs using the church event management system (EMS). Promote events via church website and calendar applications. Track participant reservations. Coordinate with facility staff regarding set-up, equipment, food service, parking, etc., for events and programs. Assist in planning and preparing for off-site events.
- Prepare and distribute all Formation-related mailings and newsletters via the most appropriate format and method (email, postal mail, etc.). Set up and organize a text messaging list.
- Provide support to directors for their budgets and accounting Track expenses, submit receipts, and order supplies. Coordinate travel arrangements for continuing education, retreats, speaking engagements, and process all related documentation.

Other Responsibilities:

- Serve as back-up and support to other administrative assistants and reception as needed.
- Participate in weekly staff meetings

Minimum Qualifications:

- Exceptional interpersonal skills and ability to work cooperatively with others in a team environment
- Self-motivation, initiative, and ability to work with minimal supervision and instruction
- Exceptional PC skills (MS Office, Internet, Outlook, ability to become proficient quickly in industry specific and custom applications)
- Exceptional verbal and written communication skills
- Exceptional organizational and coordination skills
- Ability to understand basic budget and financial information
- Ability to work on occasional Sundays
- Ability to maintain confidentiality
- Ability to work effectively with volunteers

Work Conditions

- Church campus environment, involving contact with youth and their parents, the congregation, staff, committees and community groups
- Work requires deadlines with multiple interruptions
- Work requires some schedule flexibility

Physical Requirements

- Ability to sit for extended periods of time
- Ability to lift a minimum of 25 pounds
- Ability to operate computer including keyboard and monitor, telephone and other office equipment
- Ability to move freely in and out of various church settings