

Administrative Assistant

Job Description

First Presbyterian Church, Kalispell, MT

Mission

The administrative assistant oversees the church office, welcomes visitors, supports staff, and seeks to fulfill the church's mission and ministry in the church and community. This person often represents the face of our church to the community and is expected to be welcoming to all who enter.

Overview of Position

First Presbyterian Church of Kalispell is looking for a hospitable, compassionate, self-motivated person to provide part-time administrative and logistical support to the staff, church officers, congregation, and public.

The ideal candidate must possess a positive attitude and manner, as well as a willingness to pitch in as needed to help the office run smoothly. Experience in and comfort with a Christian faith community is preferable. Strong organizational and multi-tasking skills are essential.

The administrative assistant works Tuesdays through Fridays 9 a.m. to 1 p.m. and occasional additional hours as agreed upon and approved by Head of Staff.

Job Description:

1. Maintain church calendar and membership database. Coordinate maintenance of the church's website and social media.
2. Answer phones, greet members and visitors. Help those seeking assistance by directing them to the appropriate agency.
3. Work with the church treasurer and bookkeeper to provide financial recordkeeping for the church. Manage petty cash.
4. Coordinate with the Pastor on the production of the weekly bulletin, monthly newsletter, and other brochures and publications. Provide secretarial support to the Pastor, Staff, Clerk of Session, and other church ministry teams and organizations.
5. Ensure the routine maintenance of all office machines. Communicate maintenance needs and replenish office supplies as needed. Maintain good communication with the custodian.
6. Oversee scheduling and track usage of the church facility by the many church groups and community organizations who utilize the building.
7. Other duties as approved by the head of staff.

SKILLS:

Strong interpersonal skills, familiarity with Microsoft Office and QuickBooks, and ability to manage the church phone system. Able to learn to use Canva to create church documents and brochures. Comfortable using and posting on social media & updating the church website. Knowledge of community resources preferred.

Compensation: \$22-\$25/hour depending upon experience, 16 hours/week. Office hours are 9 a.m. - 1 p.m., Tuesday through Friday.

Revised November 2024