

First Presbyterian Church of Boulder  
1820 15<sup>th</sup> Street  
Boulder, CO 80304

## PT Administrative Assistant to Middle & High School Ministry

Applications are being accepted for an Administrative Assistant to Middle and High School Ministry. This is a part-time position equivalent to 20–24 hours per week.

To apply visit <https://www.fpcboulder.org/job-opportunities>. A cover letter, resume and completed application must be submitted to [amatthews@fpcboulder.org](mailto:amatthews@fpcboulder.org) to be considered for the position.

### **FIRST PRESBYTERIAN CHURCH OF BOULDER** **Job Description**

**JOB TITLE:** Administrative Assistant for Student and Family Ministries - *this is a non-exempt position.*

**REPORTS TO:** Director of Student and Family Ministries

**MINISTRY DEPARTMENT:** Student and Family

#### **POSITION RATIONALE:**

This 20-24 hour per week position provides administrative assistance to Middle and High School Directors to enable various relational programs and camps throughout the year.

#### **GENERAL REQUIREMENTS/PREREQUISITES:**

*The individual in this position*

- Has a mature Christian faith and a servant's heart
- Has a welcoming and generous spirit and exhibits poise under pressure
- Is self-motivated and directed while setting a professional tone
- Has a desire and commitment to work with teens, parents, and families
- Has strong communication and interpersonal skills
- Is able to organize and empower volunteers in ministry areas of need
- Has strong computer skills, especially in MS Word and mail merge, Publisher, Excel, online registration and general website posting and maintenance knowledge
- Has general office skills (answering phones, e-mail, copier use, and other office machinery)

#### **UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:**

- Facilitate all camp and activity registrations and accounting
  - Registration for large events is done using online resource Regonline
- Administrative initiative and support for publicizing and communicating all departmental activities (including tri-annual mailing and publications, calendars, postcards, bulletin announcements, flyers, website postings, mailings, bulk calendar and newsletter mailings, etc.)
- Maintenance of administrative records related to all volunteer youth leaders and staff interns
- Manage and account for department resources by activity or camp
- Provide unique administrative support related to other ministry programs
- Keep all calendars up-to-date and accurate (online, EMS, and google calendar)

- Provide monthly birthday labels for interns to send cards to students

**CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:**

- Attend weekly Tuesday All-Staff Devotional Meeting
- Attend monthly STUFAM Committee meetings and administratively support Committee
- Attend weekly department meetings with Director of Middle School and High School and Interns
- Maintain Shelby database with current information for youth and leaders, particularly for grade and small group
- Schedule all facility needs for programs
- Participate in all-staff functions
- Support other departments and administrative assistants whenever possible

Reviewed by **Employee:** \_\_\_\_\_ **Supervisor** \_\_\_\_\_ Date: \_\_\_\_\_

*Signature*

*Signature*

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.