

Associate Office Administrator
First Presbyterian Church of Birmingham, MI (FPCB)
Everybody's Church
1669 West Maple Road
Birmingham, MI 48009

Provide part-time administrative support to the staff and congregation of an energetic, growing Presbyterian church.

Vision Statement

As Everybody's Church, we commit ourselves to serving Christ by cultivating mission, inclusion, and community.

Inclusion Statement

As Everybody's Church, we strive to be a faithful, open, and inclusive community. We welcome the full participation of all people of any ability, gender identity, race, ethnicity, sexual orientation, or other life circumstances.

Purpose

The Associate Office Administrator will provide administrative support to the Senior Pastor, the Associate Pastor, senior staff members such as the Director of Music Ministries and the Directors of Christian Education, and the church's various boards and committees. This individual will be a welcoming, informed, and helpful presence to our congregation and visitors.

Duties and Responsibilities

Jobshare the responsibilities of the current Office Administrator, which include the following:

- Welcome individuals who will meet with the pastors.
- Answer in-person, email, or telephone questions from congregation members or guests.
- Use a multi-line telephone system.
- Manage the Shelby calendar.
- Manage room and technology requests for meetings held at the church and online.
- Post updated slides to the Welcome Center kiosk screens.
- Sort incoming mail and prepare outgoing mail. Manage bulk mailings.
- Order supplies for the mail/copy room and staff as requested.
- Proofread the Sunday Bulletin and inserts, and ensure they are printed and ready for distribution.
- Manage Welcome Center Volunteers, including recruiting, training, and scheduling.
- Ensure that worship attendance is entered into the Shelby system.
- Manage donations for Easter and Christmas flowers. Compile donor list as a Bulletin insert.
- Manage marriages and baptisms, and their documentation.
- Work with families through the memorial process and coordinate with the funeral home. Document, log, and process the death and memorial paperwork.
- Manage documents for archival: Collect, file, record, and archive session minutes. Retrieve archived records on request. Create digital files of archived records.
- Attend weekly staff meetings on Tuesday mornings from 10:30 AM until noon, as requested.
- Other tasks as assigned.

Support the Senior Pastor and the Associate Pastor, as requested.

- Draft and send letters and email correspondence, as directed.

- Help organize events.

Support Senior Program Staff, such as the Director of Music Ministries and the Directors of Christian Education, as requested.

- Handle registration for special events such as concerts.
- Send informational or promotional letters, postcards, and emails as directed.
- Sort choir music, and catalog new music that arrives.
- Prepare the weekly livestream PowerPoint.

Support church boards and committees, as requested.

- These include the Board of Deacons and the Session and its multiple committees.

Organizational Relationship and Supervision

- Accountable to Senior Pastor
- Work collegially with staff to fulfill the mission and vision of FPCB.

Qualifications/Requirements

- Be proficient with Microsoft Office software and usual office technology.
- Be willing to learn church-specific technology, such as the Shelby System (calendars and data), and the operation of church office equipment.
- Be familiar with common social media.
- Be willing to work in a Christian environment and engage in a friendly manner with our staff, congregation, and members of the greater Birmingham community.
- Prefer experience/familiarity with Presbyterian Church USA traditions.

Compensation and Work Schedule

- Pay from \$17 hourly.
- 15-20 hours per week.

To apply, submit a cover letter and resume to lou@fpcbirmingham.org or mail to:

Rev. Dr. Louis Nyiri
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