

First Presbyterian Church Altadena
Administrative Assistant
Job Description

First Presbyterian Church, Altadena (FPCA) is a multicultural church in the Presbyterian Church USA (PCUSA) that was founded in 1913 as a Japanese American church. The church has experienced decades of transitions, growth, and development. Most recently, the church survived the devastating LA wildfire disaster. The congregation strives to love God and follow Jesus through worship services, Bible studies, seniors ministries, and serving the needs in the community of Altadena.

FPCA seeks a responsible, organized, communicative individual to serve as the Office Administrative Assistant. This position will be responsible for supporting the church's office administrative operations. The ideal candidate will be passionate about the mission of the church, have a heart for service, and possess strong organizational and communication skills. This is a part-time position, consisting of 15-20 hours in the church office, with the possibility to increase hours.

PRIMARY FUNCTION: To serve as a primary point of contact for the church and to manage the church office to support the mission and ministry of FPCA.

ACCOUNTABILITY: To the Lead Pastor and Session through Personnel Committee.

POSITION & COMPENSATION: Part-time. 15~20 hours per week. \$20 per hour.

WORK HOURS: Friday 10 am—2 pm and Sunday 9:30 am—12:00 pm on site. The rest of the week is negotiable. Must maintain regular office hours.

RESPONSIBILITIES:

Office Administration

- Support general church operations by maintaining office systems, policies, procedures, and protocol in a small office environment.
- Screen and route incoming calls to ensure timely and courteous response.
- Manage email correspondence, ensuring prompt replies and proper organization.
- Perform reception duties, including receiving orders/packages and assisting visitors.
- Serve as the first point of contact for all facility usage requests and maintenance concerns; pass requests to appropriate committees and follow through on the progress.

- Maintain and update the master calendar for all FPCA activities.
- Compose and distribute letters and mailings as requested by the Pastor and/or appropriate committee chairs.
- Handle large-scale printing and mailing projects.
- Maintain office files, including business and legal documents
- Order office supplies, submit reimbursement, monitor the office supply budget, and keep the office organized.
- Oversee the purchase, contracts, repair, and updating of FPCA office equipment including phones, computers, printer/copiers, internet equipment and services to meet FPCA's needs.
- Organize and maintain office systems and procedures and seek to expand their efficiency.
- Work with church Treasurer to ensure all invoices and bills are paid and accounted for.

Data Organization

- Maintain and update the church database with accuracy and attention to detail.
- Maintain and update membership list and registry, visitors, and the overall database at FPCA. Share relevant information related to contacts with other volunteers and staff.
- Manage, update, and distribute the church directory.
- Compile, print, and file the FPCA Annual Report.

Worship Service Assistance

- Prepare the weekly worship bulletin, including designing, editing, preparing appropriate inserts; requesting submissions; managing contacts; printing, and placing in Sanctuary.
- Create weekly PowerPoint presentations for Sunday worship service with lyrics provided by the Director of Music.
- Maintain song database, CCLI, attendance, and other church records.
- Notify Sunday morning volunteers of responsibilities.

Other Responsibilities

- Schedule and organize various meetings and gatherings, and record or keep notes of the substance of the meetings and attendees as needed or requested.
- Assist in organization projects and facilitate communication between committees and volunteers.
- Special projects as deemed appropriate by the Pastor.

QUALIFICATIONS

- Proficiency in computer skills essential, including Microsoft Office and Zoom.
- Effective verbal and written communication skills
- Attention to detail
- Organized
- Responsible
- Self-starter
- Ability to work cooperatively with church staff and members
- Ability to commute to work
- Ability to lift and carry 15-20 lbs

REVIEW

Performance reviews will be conducted annually by the Pastor, with input from the elders and church members. Personnel Committee will review annually the adequacy of compensation. Limited remote work opportunities may be considered.

TO APPLY

Send resume and cover letter Pastor Elizabeth Wang @ rev.elizabethwang@gmail.com.