

Job Description and Qualifications

Position	Administrative Assistant: Children & Youth
Department	Administration
Reports To	Business Director
Supervisor of	None
Position Schedule	Typically 20 hours/week
Position Status	Non-exempt, hourly
Issue or Revised Date	5.20.2025

Purpose

Provide administrative and technical support to Ministry staff.

Primary Duties

1. Oversee volunteer background checks, onboarding and governmental compliance.
2. Provide administrative support for the Children's & Youth Ministry program.
3. Develop and maintain communications and promotions.
4. Assist in volunteer coordination.
5. Coordinate program and event logistics.
6. Manage Facility Use and Publicity Communications and Requests.
7. Other duties as assigned.

Knowledge and Experience

1. Two years of previous work experience, preferably in an office setting.
2. Excellent phone, written and oral communication skills.
3. Strong computer and computer graphics ability.
4. Proficiency in various computer programs including Word, Excel, Google, & Canva. Experience with office machines, e.g., copiers, postage machines, etc.
5. Strong organizational and problem-solving skills.
6. Ability to work well with people of all ages and stages of life.
7. Biblical knowledge.
8. In agreement with the doctrinal and moral principles of the First Presbyterian Church and the EPC (epc.org/beliefs).

Physical Requirements

Ability to work at a computer for extended periods of time.

Disclaimer

These statements describe the general requirements of this job classification, but are not to be construed as an exhaustive list of all responsibilities, duties or skills required. All personnel may be required to perform duties outside of their normal responsibilities when the need arises.

Signature

Date

Printed Name