



April 2024

Email jane@fpcl.us

Job Title: Office Project Support

Reports to: Director of Church Operations

FSLA Status: Exempt Non-Exempt

Working Hours: Monday – Friday 8:45 – 1:15 pm

Pay: \$24/hour

Sick leave: 5 hours / month

Vacation: 2 weeks / year (beginning after six months)

Job Summary: Under the supervision of the Director of Church Operations (DOCO), work in the main office as the initial point person for all phone and walk in interactions. Responsible for specific operational functions and general office support as outlined below.

Basic daily duties as they arise and are needed:

- **General Office Duties:** Be an independent thinker and worker, taking responsibility to improve and support church ministry. This includes, but is not limited to:
- **Database Management:** Maintain the church database including:
 - Directory updates
 - Monthly birthday tracking (sending pdf birthday month to staff & Deacons)
 - New visitor attendance/tracking
 - Track births, baptism & deaths/notify pastors on death anniversaries
 - Maintain email groups as needed
 - Membership & new members
 - Presbytery needs/annual statistical report (work with Clerk of Session)
- **Project Support & Churchwide Communication, Coordination & Production**
 - Work with DOCO & various staff on projects as needed
 - Printing of name tags, labels & envelopes
 - Work in SharePoint to update documents as needed
- **Office/Facility Support:**
 - Unlocking and locking the facility - includes opening rooms for groups meeting onsite per the calendar
 - Facility Kitchen & Room check (noting any areas of concern)
 - Communicate cleaning areas of concern with Janitorial company
 - Notify supervisor of other issues that need attention
 - Perform detailed Daily task sheet list duties & check-off as completed
 - Point person for answering phones, guest window assistance, mail distribution to staff & officer mailboxes
 - Ordering of office supplies at the request of DOCO
- **Pastoral & Areal Leads Support:**
 - Assist on projects as needed with the Pastoral & Church Area Leads support staff

- **Supplies:**
 - *Kitchen:* Maintain kitchen supply inventory (paper cups, plates, dishes, etc.) & after discussion with DOCO, order as needed
 - *Facility:* Maintain Facility supply inventory (garbage bags, toilet paper, paper towels, soap, etc.) & after discussion with DOCO, order as needed
- **Kitchen:**
 - Coordinate with the lead staff person to ensure proper training of groups using kitchen facility and standard cleanliness is fully met.
- **Sunday Worship Support:**
 - Check the SharePoint O.O.W. for information
 - Confirm via email/phone call, the following weekly worship participant information:
 - lay reader
 - media/sound
 - live-stream hosts & campus closers
 - print Sunday bulletin & prep Sunday basket
- **Facility rentals coordination**
 - Check with DOCO, Children & Student Ministry Leads & Music Director of any rental Inquiries prior to accepting dates to make sure facility is available.
 - Track & file applications
 - Track & forward rental finances to the Accounting Specialist for processing
 - Coordinate reservations, fees & keys
 - Perform walkthrough viewings and rental rule review
- **Buildings & Grounds**
 - Communicate/coordinate as needed to the Buildings & Grounds Elder, per DOCO

Office/facility updates are sent from DOCO as a way of keeping office staff informed.



Minimum Requirements: Familiarity with Microsoft Office 365 applications such as Word, Excel, etc. and operate other standard office equipment (copy machine)

Experience: Minimum one year of diversified office experience

Special Skills, Licenses or Certificates:

- Ability to operate a computer (PC or MAC) and use Microsoft Office 365 apps
- Good written and oral communication skills
- Pleasant and courteous demeanor in person and on the phone
- Good organizational skills and ability to juggle multiple tasks at the same time
- Ability to take into consideration the bigger picture, to foresee potential issues, elicit input from the appropriate individuals and/or groups and thus avoid the problems

Desired Qualifications:

- Familiarity with using a PC computer
- Some form of database experience

Be an independent thinker and worker, taking responsibility to improve and support church ministry.

Note: *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*