

First Presbyterian Church of Wichita Falls

3601 Taft Blvd., Wichita Falls, TX 76308

940.767.2547

Job Description

Position Title: Administrative Assistant

Reports to: Director of Operations

Status: Part-Time / Hourly

Hours: Mon - Thur. 9:00am - 5:00pm, Fri. 9:00am – 12:00pm (1 hour unpaid for lunch), 30-34 hours per week.

Pay: \$15 / hour

Benefits: PTO based on FPC Church Staff Handbook.

Position Summary: The Receptionist will serve as the welcoming face of FPC's main office, ensuring a professional, friendly, and Christ-centered experience for all who interact with the church. The individual must have excellent organizational, communication, and interpersonal skills to support the church's ministry, demonstrating an unwavering commitment to upholding and reflecting Christian values in their work.

Primary Tasks and Expectations

- Maintain a welcoming, clean, and orderly environment in the church office that reflects the hospitality and love of Christ.
- Be the first point of contact for guests of the church, addressing questions or requests with grace and a spirit of service.
- Read and respond to church emails promptly, communicating with kindness and clarity.
- Answer phone calls in the church office with professionalism and a heart of service.
- Coordinate and maintain the church calendar, track reservations for events, and share information with other staff as necessary.
- Maintain and set church-wide door lock schedules and admit guests into the building, including support for TLC Preschool as needed.
- Prepare materials to be distributed at weekly staff meetings as given by the Senior Pastor, ensuring accuracy and professionalism.
- Attend weekly staff meetings on Tuesdays as part of the ministry support team, contributing prayerfully and collaboratively.
- Maintain church records, including new members, baptisms, marriages, and deaths in the church database, reflecting the sacred importance of these milestones.
- Assist in scheduling appointments for pastors and staff, receiving messages, and handling all information with confidentiality, integrity, and care.
- Collaborate with staff across departments to assist with ministry projects as needed.
- Print the weekly Sunday worship guide (bulletin) and other materials for church services or funerals with attention to detail and reverence.
- Complete additional office duties such as mailings, ordering supplies, distributing mail, copying, and assembling materials to support the church's ministries.

- Exhibit a professional attitude and unwavering commitment to FPC's mission and values, demonstrating a Christ-like spirit in interactions with members, staff, and the community.

Faith-Based Requirements

- Exhibit a personal and growing relationship with Jesus Christ and demonstrate a commitment to the mission and vision of FPC.
- Must be an active member of a Christian church, with a strong understanding of and alignment with Christian principles, values, and beliefs.
- Willingness to participate in prayer, devotionals, and other spiritual activities as part of the staff team.
- Maintain confidentiality, discretion, and grace when dealing with sensitive church or member-related matters.

Required Knowledge, Skills and Abilities

- Outstanding written and oral communication, organization, multitasking, and attention to detail.
- Friendly, courteous, and collaborative with a servant's heart.
- Comfortable working independently and capable of being in the office alone for extended periods.
- Demonstrate patience, understanding, and compassion, especially when assisting visitors who may be confused, grieving, or experiencing difficulties.
- Proficiency in Microsoft Office, Google Drive, and other related software.

Education and Experience

- High school diploma required (Associates or Bachelor's degree preferred).
- Previous office experience required, with preference given to candidates who have served in a church or ministry setting.

To apply, please send a cover letter and resume to J.C. Ramirez at jc@myfirstpres.org.