



**First Presbyterian Church  
102 Ann Street  
Fayetteville, NC 28302-0569**

## **Administrative Assistant**

- \$27,000-\$35,000 a year
- Full-time
- Benefits

The Administrative Assistant reports directly to the Senior Pastors and works in support of the Pastoral and Program staffs with various church committees. This position is also responsible to the Office Manager concerning all matters that involve coordination of daily activities and resources and is under his/her general supervision. The successful candidate will be required to use sound judgment handling confidential information, and be able to plan and organize, with a high level of detail, a wide range of tasks and requests from a variety of individuals and organizations, both internal and external.

### **Key responsibilities include:**

- preparing correspondence and maintaining files and records,
- creating, coordinating, maintaining rosters and tracking calendars, and scheduling appointments,
- handling telephone calls and other inquiries and communications,
- greeting visitors and addressing their needs, and
- preparing and distributing mailings, flyers, and similar materials.

### **Required:**

- Five (5) or more years of related work experience,
- Proficient in standard office software, specifically Microsoft Word and Excel,
- Ability to reliably commute or permanently relocate to Fayetteville, NC prior to start date.

### **Desirable:**

- Experience using a church software application such as ACS (used for purposes such as membership tracking),
- Skill in consistently applying a personable approach in addressing a variety of individual issues and situations.
- Work Location: one location, 102 Ann Street, Fayetteville, NC 28301

### **To Apply please send résumés to:**

[info@firstprez.com](mailto:info@firstprez.com)

Attn: Lynda Deaton