

ADMINISTRATIVE ASSISTANT

First Presbyterian Church, Grand Forks, North Dakota

ABOUT US

First Presbyterian Church is a growing, multigenerational congregation committed to building community with God, with one another, and with the world. Over the past decade, we have experienced significant transformation and growth, welcoming young families while maintaining our rich Presbyterian heritage. We are seeking an Administrative Assistant who shares our commitment to hospitality, excellence in communication, and supporting transformative ministry in our community.

POSITION OVERVIEW

The Administrative Assistant serves as the operational hub of our church office and is often the first point of contact for members, visitors, and the community. This role provides essential administrative, financial, and communications support to enable effective pastoral ministry and smooth church operations. The ideal candidate will be a warm, detail-oriented professional who can manage multiple responsibilities with minimal supervision while maintaining confidentiality and exercising sound judgment.

TERMS OF EMPLOYMENT

- Full-time position: 37 hours per week
- Hourly rate: \$22/hour (based on experience)
- Schedule (negotiable):
 - Monday through Thursday: 7:30 AM - 4:00 PM
 - Friday: 7:30 AM - 12:30 PM
- Occasional evening or weekend work for special events may be required

ESSENTIAL RESPONSIBILITIES

Hospitality & Front Office Management

- Serve as the welcoming face of First Presbyterian Church, greeting all visitors, members, and guests with warmth and professionalism
- Answer and manage all phone calls, routing appropriately and taking messages
- Respond to emails, letters, and other correspondence in a timely manner
- Create an inviting and organized office environment
- Handle sensitive pastoral situations with discretion and care
- Provide visitor packets and information about church ministries

Communication & Media

- Create weekly bulletins for both Traditional and Contemporary worship services
- Design weekly graphics for social media and in-house media displays
- Compose and distribute weekly email blasts to the congregation
- Produce monthly newsletters
- Maintain and update church website (as applicable)

- Develop directories, brochures, annual reports, and other print materials
- Ensure all communications reflect the church's mission and maintain high-quality standards

Worship Support

- Prepare Easy Worship software for both Traditional and Contemporary worship services
- Administer copyright licenses (CCLI, OneLicense, etc.) and file required reports
- Coordinate with pastoral staff on worship planning needs

Financial Administration

- Maintain accurate financial records using appropriate software
- Document all expenditures and make disbursements
- Process payroll for church staff
- Prepare all Federal and State quarterly and year-end reports
- Balance, post, and reconcile bank journals and checking accounts monthly
- Support budgeting procedures and provide financial reports as needed
- Track and manage office supply inventory and place orders

Administrative Support & Record Keeping

- Coordinate office activities and maintain the master church calendar
- Manage membership information in church database
- Keep current statistical records as required by the PC(USA) General Assembly
- Maintain Session minutes and permanent church records
- Create and update personnel, financial, and organizational databases
- Submit timely reports and compile church committee reports
- Assist church committees with administrative needs
- Manage building access and security systems as needed

REQUIRED QUALIFICATIONS

Education & Experience

- High school diploma or GED equivalent required
- Associate's or Bachelor's degree in office administration, business, or related field preferred
- Minimum 2 years of clerical or administrative experience
- Experience with bookkeeping and payroll procedures
- Proven experience as an office administrator, office assistant, or in a relevant role

Technical Skills

- Excellent knowledge of MS Office Suite (Word, Excel, Publisher, PowerPoint)
- Proficiency with Easy Worship software or willingness to learn
- Experience with church management software (Breeze) is advantageous
- Familiarity with graphic design software (MS Publisher, Canva, or Adobe Creative Suite) is a plus

- Comfortable learning new technologies and troubleshooting basic technical issues
- Ability to maintain church website and social media platforms

Core Competencies

- Outstanding verbal and written communication skills
- Exceptional organizational and time management abilities
- Strong attention to detail with commitment to excellence
- Ability to prioritize tasks and manage multiple projects simultaneously
- Excellent interpersonal skills and ability to work with diverse populations
- Professional leadership skills and collaborative team approach
- Familiarity with office management procedures and basic accounting principles

PERSONAL QUALITIES & CHARACTER

We are seeking someone who demonstrates:

- A personal commitment to Christian faith and desire to serve in church ministry
- Self-motivated initiative with ability to work independently
- Warm, welcoming demeanor that makes people feel valued
- Discretion and sound judgment in handling confidential information
- Flexibility and grace under pressure
- Strong work ethic with professional appearance and demeanor
- Servant leadership attitude and willingness to support the broader church mission
- Patience and pastoral sensitivity in dealing with people during difficult times
- Team spirit and collaborative approach with pastoral staff and volunteers
- Curiosity and eagerness to learn new skills and systems

COMPREHENSIVE BENEFITS PACKAGE

First Presbyterian Church is committed to supporting our staff with an excellent benefits package:

Paid Time Off

- Vacation: 1 day per month (12 days annually, maximum accumulation of 20 days)
- Sick Leave: 0.5 days per month (6 days annually, maximum accumulation of 60 days)
- Holidays: 8 paid holidays annually
 - New Year's Day
 - Easter Monday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas Day

Family Benefits

- Parental Leave: Up to 6 weeks paid leave

Health & Wellness

- Employees working 30+ hours per week are eligible for unpaid comprehensive health insurance and other benefits through the PC(USA) Board of Pensions
- Unpaid benefits include medical, dental, vision, life insurance, disability coverage, and retirement plans
- Specific benefit selections negotiated at time of hiring

WORKING CONDITIONS

- Office environment in a church setting
- Time divided between desk work, interaction with congregation members, and collaboration with pastoral staff
- Must be able to manage multiple interruptions while maintaining focus on weekly deadlines
- Requires sitting for extended periods and use of computer equipment
- Occasional lifting of supplies or materials (up to 25 lbs)

TO APPLY

Please submit the following to **spencerhoman@msn.com**

- Cover letter describing your interest in this position and faith background
- Current resume
- Three professional references
- Salary expectations and desired start date

Applications will be reviewed on a rolling basis until the position is filled.

First Presbyterian Church is an equal opportunity employer and welcomes candidates from diverse backgrounds. We are committed to creating an inclusive environment for all employees.

For questions about this position, please contact:

The Rev. Dr. Spencer S. Homan
spencerhoman@msn.com

First Presbyterian Church
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