

FIRST PRESBYTERIAN CHURCH  
PORT HURON, MICHIGAN

**ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

**SUPERVISOR:** Pastor, Head of Staff

**PURPOSE:** To provide administrative and clerical support to the pastor, staff, officers and members of the church. This important position is critical to the effective spiritual and business operation of the church. The Administrative Assistant is our first point of contact with church members and the public. The person occupying this position must be willing to assist the ministry of the Church in any and every way.

**PRIMARY RESPONSIBILITIES:** The following provides a general understanding of the requirements and expectations:

- Provide professional administrative and clerical support to the pastor, staff, officers and church members in a manner that reflects a Christian attitude.
- Show initiative in managing the office to function efficiently and effectively in support of the ministry of the church
- Maintain all necessary records and files in an orderly manner.
- Produce the weekly bulletin based on direction from the pastor.
- Ensure recorded songs and any needed hymns are available and are within the purview of the CCLI license guidelines.
- Assist in scheduling and to maintain the master calendar of activities within the church.
- Operate and maintain computer and office equipment and notify appropriate repair companies when needed.
- Purchase and maintain an inventory of office supplies and purchase supplies and equipment as needed.
- Meet critical deadlines with composure and flexibility.
- Be ever conscious of the need for confidentiality and to always exercise discernment and wise judgment.
- Distribute mail to staff and manage mailings and occasional shipments
- Answer the office phone and door, knowing that you are the “face of the church”.
- Create and publish bi-monthly church newsletter
- Assist session with monthly reports, annual report, church directory,

- stewardship campaign and other projects which benefit the life of the church
- Assist in recruiting and training, coordinating and scheduling of volunteers to cover office support during employee absence.
  - Perform other duties as may be assigned by the Pastor

## **QUALIFICATIONS**

- Strong communication and organizational skills
- Strong computer proficiency including MS Word, MS Powerpoint, MS Excel, Canva, Google Workspace
- Ability and desire to learn new computer programs/software
- Personable, positive attitude and pleasant to interact with
- Ability to multitask with patience and enthusiasm
- Experience working or leading in an office environment
- Ability to work independently, self-starting and energetic
- Attention to detail with an eye for excellence
- A combination of education and experience is desirable

Revised March 11, 2026