

POSITION DESCRIPTION

Job Title: Administrative Assistant/Graphic Arts

Status: Part-Time

FBC Mission statement and Purpose: The primary purpose of all ministers, directors, and support personnel is to fulfill the mission of FBC. The mission of FBC is *to proclaim and display Jesus*.

Primary Function: The responsibility of the *Administrative Assistant/Graphic Arts* is to provide FBC with graphics arts support, provide ministry support, and perform general office tasks.

Relationships: Reports to the Senior Pastor, interfaces with other staff members, engages with all FBC ministry team leaders and members.

Responsibilities:

- Maintain predetermined office hours;
- Provide administrative support to the ministerial staff as needed;
- Correspond with all Sunday School Teachers and Strategic Ministry teams as needed;
- Create, publish, order, and print publications at FBC;
- Assist in the coordination and logistics of ministry calendar and events;
- Maintain ministry hospitality of guests and persons scheduled to meet with the Pastors, as well as personalities brought in for various events;
- Assist with scanning and reviewing of financial deposits;
- Assist with financial duties when needed;
- Manage and direct office correspondence including phone calls and mailing duties;
- Maintain and coordinate all social media platforms at FBC;
- Lead the branding and marketing efforts for FBC;
- Create info graphics needed for worship services and to promote events;
- Maintain, update, and utilize the church database for ministry;
- Other duties as needed and assigned.

Skill Sets:

- Proficient in Macintosh Publishing programs and Microsoft Publishing programs;
- Administrative assistant experience, preferred;
- Ability to create all publications in a way that connects to members of all age demographics;
- Ability to organize ministry set up with an attention to detail;
- Strong written communication skills, with an ability to adapt to a vast array of personality types and spiritual depths;
- Working knowledge of social media and its purposes in the ministry;
- Personal integrity and confidentiality;
- A working knowledge of an array of computer graphic arts programs;
- A passion for members to walk with Jesus and to make disciples of all Nations.

Personal Responsibilities:

- Above all, to grow closer to Jesus Christ. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority, realizing that prayer, Bible study, and Christian fellowship are essential to growing in God's will each day.
- Keep family in the right position of priorities and place them before everything except one's own personal relationship with the Lord.