

Position Description
Temporary Office Secretary
Due To Maternity Leave
(The First Presbyterian Church Of Fort Dodge, Iowa)
Approximate Date Range: June 15 – October 15 of 2021

JOB SUMMARY:

To assist the church staff with secretarial and administrative duties to enable efficient church operations.

STATUS:

Temporary Full-Time (Hourly)

QUALIFICATIONS:

1. Competency in usage of computers, copiers, telephone, and other office equipment.
2. Two-year degree or equivalent experience in an office environment.
3. Skills in oral/written communication and working with others.
4. Ability to manage a number of projects and responsibilities simultaneously.
5. Positive attitude.
6. Commitment to maintaining strict confidentiality.

CORE COMPETENCIES:

Efficiency; Problem Solving; Time Management; Multi-Tasking; Organization; Verbal/Written Skills; Detail Oriented

ESSENTIAL JOB FUNCTIONS:

1. Perform the functions of a secretary to the staff, including typing, filing, routine correspondence, answering the telephone, placing calls as directed, and ordering office supplies.
2. Prepare Sunday bulletins (both traditional and contemporary services) and special bulletins, i.e. funeral, ordination, Lent and Advent bulletins.
3. Maintain the church calendar.
4. Special projects (including but not limited to) P.W. yearbook, baptism certificates, and church membership rolls throughout the year.
5. Record Sunday visitors and newcomers and send welcome letters.
6. Create/mail monthly newsletter and coordinate volunteers who collate them.
7. Create, edit and finalize designated slides for television displays.
8. Produce monthly reports and spreadsheets for Ministries/Ministry Teams (Mission, KidZone, others) using Excel and the church administration system.
9. Furnish Ministry Team reports for monthly session meetings to the Elders and Program Staff.
10. Update the annual directories and church leadership guides for yearly Ministry Team and Elder training meetings.
11. Generate, design and organize the annual report for the annual meeting, and coordinate volunteers who help collate the reports.
12. Manage membership statistics in the permanent records and the church administration system.
13. Assist Church Accountant as needed.
14. Maintain office equipment, supplies and training/orientation of equipment.
15. Perform other duties as requested or approved by the Business Administrator or Lead Pastor.

RELATIONSHIPS:

The Temporary Office Secretary is accountable to the Business Administrator and to the Lead Pastor as Head of Staff.

EMPLOYMENT AT WILL:

Both First Presbyterian Church and the undersigned temporary employee have the right to terminate the employment relationship described/referenced herein at any time, with or without cause or advance notice, and neither an expressed nor an implied contract exists between First Presbyterian Church and said employee.

_____ Personnel Ministry Team Liaison	_____ Date
_____ Business Administrator	_____ Date
_____ Temporary Office Secretary	_____ Date

Send Resumes To The Attention Of Chris:

Email: ChrisH@firstpresfd.org

Mailing Address: First Presbyterian Church
 Attn: Chris Helton
 1111 5th Ave. North
 Fort Dodge, IA 50501