

7/24

Job Description
Administrative Assistant & Media Coordinator (AMC)
(Abbreviated)

Forest Hills Presbyterian Church seeks to be a welcoming Christ-centered community of faith. We are looking for an organized and friendly individual who will offer strong support for office and facility administration and management of our website and social media. This role provides a mix of administrative, relational, and creative duties.

The AMC reports directly to the Pastor, who is the Head of Staff, and the Personnel and Communication Committees, which are under the authority of the governing body called the Session.

A successful candidate will have:

- A friendly approachable personality
- Strong organizational skills and attention to detail
- An aptitude for formatting content in creative and engaging ways

Given the religious nature of our organization, a candidate who is familiar with Christian faith and practice and Protestant church traditions is preferred.

Hours and Salary:

This is a part-time salaried position of approximately 20-25 hours/week. Hours may fluctuate during busier/slower seasons.

The salary range begins at \$15/hour and is negotiable based on skills/experience.

The General Responsibilities of the AMC are divided into three main areas:

Clerical/Administrative Duties (Approx. 50-60% of weekly hours):

General Office Duties—typing, filing, phone calls, emails, calendar, etc.
Record keeping, both electronic and hard copy
Prepare weekly worship bulletin, PowerPoint, and filing music
Generating letters, emails, newsletters, flyers, and monthly reports

Facility Administration and Coordination (Approx. 5-10% of weekly hours):

Providing facility use policy information and coordinating paperwork
Maintain building use schedule and update the maintenance manual
Schedule/coordinate deliveries, vendors, inspectors, & repair personnel
Notify Property Team of any facility issues/needs

Website and Social Media Management (Approx. 30-40% of weekly hours):

Maintaining and updating information on our website
Uploading weekly worship service onto online platform
Creative generation of social media content regarding church activities (as approved by leadership and in compliance with our Social Media Policy)

Education, Skills, & Experience:

High School Diploma

College degree (preferred but not required)

Experience with graphic design or artistic ability is a plus

To facilitate the generation of content, familiarity with the language/traditions of major church holidays/practices and general knowledge of the Bible is preferred

Proficient with how to post on website and social media platforms

Proficient with Mac Desktop, Microsoft Word/Excel, and Zoom

Pennsylvania Act 33, 34, and 73 clearances required