

**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 10-15 hours/week. Hours may fluctuate during busier/slower seasons.

The salary range is between \$15/hour and \$20/hour commensurate with skills and experience.

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

**Clerical/Administrative Duties (Approx. 40-50% 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, graphic design software, 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
- Proficiency with use of WIX website creation software and post on social media platforms a plus
- Proficient with Mac Desktop, Microsoft Word/Excel, Google Drive, and Zoom preferred

**Pennsylvania Act 33, 34, and 73 clearances required**