



Administrative Assistant to the Pastor

First Presbyterian Church San Mateo

Position description:

Administrative Assistant to the Pastor

Status:

Part-time (20-35 hours per week)

General Purpose of Position:

To provide administrative support to the Pastor.

Organizational Relationship and Supervision:

The Administrative Assistant reports directly to the Pastor and is ultimately accountable to the Human Resources (HR) Team.

Responsibilities:

1. Supports the Pastor with a variety of tasks, communication (e.g. email, phone, mail), projects, and program implementation.
2. Responsible for confidential and time-sensitive material.
3. Liaison with the presbytery.
4. Serve cooperatively with FPCSM's support staff team, including as a back-up to other administrative staff as needed.
5. Other duties as may be assigned.

Qualifications:

1. A demonstrated love for God and all-out devotion to Jesus and following him!
2. Operates with integrity and appropriate confidentiality.
3. Comfortable acting as an agent of the Pastor.
4. Exceptionally organized and conscientious.
5. Able to multi-task, prioritize, and stay calm and positive in a sometimes hectic environment.
6. Solves problems creatively and strategically.
7. Comfortable with current technology, computer applications, and on-line tools.

Compensation:

\$22 to \$28 per hour, commensurate with education and experience.

Hours:

This position is currently scoped at 20-35 hours per week.

Benefits:

Paid vacation; paid sick leave; and health and dental insurance, all prorated for less than full-time.

Who we are:

We are a loving community of people seeking to honor God, follow Jesus, and make a positive impact in our local and global communities through the gospel. Our stated mission is *to honor God by helping people become fully-devoted followers of Jesus.*

Our values are:

1. Jesus Christ as Lord
2. Loving God wholeheartedly
3. God's Word as foundational
4. Equipping all for ministry
5. Telling God's good news
6. Generosity
7. Compassion and social justice
8. Prayer and healing
9. Children, youth, and families
10. Community

3-19-19