

First Presbyterian Church of Kirkwood  
100 East Adams Ave  
Kirkwood, MO 63122  
314-965-0326

**Job Title:** Administrative Assistant

### **About**

First Presbyterian Church of Kirkwood welcomes people of all ages, races, national origins, political views, and gender and sexual identities. We are focused on people, worship, mission, and music. We overwhelmingly seek to express God's love for us by serving others, especially those in need, by welcoming others, and worshiping together as a community. We are part of the Presbyterian (U.S.A.) denomination. You can learn more about what we believe by visiting our website [www.kirkwoodpres.org](http://www.kirkwoodpres.org).

### **Job Summary**

The Administrative Assistant provides administrative, clerical, and organizational support to church staff, ministry leaders, and congregation members. This role serves as a point of contact for church communications and operations, helping ensure the smooth day-to-day functioning of the church office. The ideal candidate demonstrates strong organizational skills, attention to detail, professionalism, discretion with confidential information, and a commitment to supporting the church's mission and values.

### **Primary Responsibilities**

#### Administrative

- Answer, direct and troubleshoot incoming phone calls
- Open the door for outside visitors
- Sort incoming mail
- Print Bulletins for Sunday worship, special services, memorials, and other events
- Manage flower dedications for Easter and Christmas including drafting the bulletin insert
- Mail communications to homebound members and those without email addresses
- Respond to inquiries sent to the general church email account
- Coordinate requests for baptisms, weddings, and memorial services
- Draft and print memorial service bulletins
- Acknowledge memorial gifts and notify families
- Program weekly door access for events
- Schedule room usage
- Assist with maintaining the church calendar and events in Realm
- Manage equipment donations and loans from the 2<sup>nd</sup> Aid closet

#### Church Database and Records Management

- Record worship service attendance
- Maintain church rolls and membership data in our Realm database including entering new member intake forms
- Maintain All Saints list and send notification to families prior to All Saints services
- Report monthly statistics to the Clerk of the Session
- Maintain baptism and wedding records and provide copies when requested
- Print member name tags

#### Volunteers

- Coordinate and schedule volunteers for the front desk

#### Other miscellaneous

- Assist other staff and church members with projects and events as-needed
- Attend weekly staff meeting

#### Other duties as assigned

#### **Reporting**

- Reports to: Business Manager
- Supervises: No direct reports

#### **Location**

- In-person presence required for all shifts

#### **Schedule**

- 12-month position
- Part-time, 15 hours per week (3 hours/day, 5 days/week)

#### **Core Competencies**

- Friendly with a positive attitude
- Organized and detail oriented
- Strong communication skills (writing, editing, listening, etc)
- Keeps confidences
- Proactive problem-solving abilities
- Technology adept
- MS Office (Word, Excel)

#### **Minimum Qualifications**

- Experience as an administrative assistant, office manager or other similar position
- Church office experience a plus
- Proficiency in Microsoft Office
- Ability to lift 25 pounds

#### **Compensation**

- Pay Rate: \$18/hour
- FSLA: Nonexempt

**To Apply:** Please send a cover letter and resume to Bill Larson, Business Manager, [blarson@kirkwoodpres.org](mailto:blarson@kirkwoodpres.org).