ORGANIZATION: First Congregational Church Berkeley, 2330 Durant Avenue, Berkeley, CA 94704

JOB POSTED: September 1, 2022

POSITION TITLE: Administrative Assistant

DEPARTMENT: Business Manager

LOCATION: Church Office/Durant Hall at First Church

STATUS: Non-exempt Office

SUPERVISOR: Kit Dunbar, Business Manager. kdunbar@fccb.org

PRIMARY POSITION PURPOSE: The administrative assistant works collaboratively with the pastors, program and administrative staff members, A/V staff members, and church volunteers.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for managing external event bookings:
  - Creates and sends invoices and license agreements to outside rental groups
  - Communicates with outside groups about payment and rental logistics
  - Maintains spreadsheet of outside rental information
  - Tracks outside rental groups' proof of insurance and non-profit status letters
  - Adds future church bookings to MIDAS software
  - Miscellaneous booking-related tasks

- Updates church database (Realm) and Website (WordPress) as needed
- Communicates with church community members via phone and email
- Assists with tracking and reporting music for copyright purposes
- Helps with other administrative tasks as needed
QUALIFICATIONS/EXPERIENCE REQUIRED:

- High school diploma and two years post-secondary education
- One to two years office administration experience
- Experience using MS Office Suite (Word, Excel, Outlook) and Google Workspace (Drive, Docs, Sheets, Calendar, Gmail, etc.)
- Familiarity with database (Realm) and room-booking and scheduling (MIDAS) programs, or willingness to learn.
- Familiarity with WordPress a plus
- Writing and communications skills, particularly in online environments
- Ability to learn and adapt to new systems.
- Full vaccination against COVID-19.
- Background check required.

SPECIAL REQUIREMENTS:

SCHEDULING NEEDS (TOTAL HOURS PER WEEK, DAYS, ETC.):
10-20 hours per week

HOURLY RATE:
$23/hour

APPLY TO:
Interested candidates should submit their resume and cover letter with two references to kerriehein@gmail.com.

APPLICATION DEADLINE: Open