

First Presbyterian Church of Orlando

Job Title: Administrative Coordinator
Department: Ministry
Classification: Full-time hourly
Work Schedule: Sunday - Thursday

Job Summary

Reporting to a Pastor, this role is responsible for providing coordination and logistical support of ongoing programs, regularly occurring meetings, events and special projects for the pastor and the ministries under the supervising pastor. Due to the confidential nature of this position, must be able to handle sensitive and confidential information with utmost discretion.

Major Tasks, Responsibilities and Key Accountabilities

- Provides administrative support, direction, guidance and/or training to the ministry.
- Serves as a liaison with other departments in acquiring and maintaining technology, supplies, work space coordination, sourcing and other logistical needs for regular occurring meetings, special events and Sunday School classes.
- Maintain Pastors' and the corresponding ministry's calendars, coordinate meetings, and/or set appointments. Make's travel arrangements when necessary.
- Generates department correspondence and/or reports. Uses appropriate computer tools to analyze, compile, update and maintain the ministry's reports, correspondence and meeting minutes. Manage receipts, expense reports and check requests.
- Screens, prioritizes and directs incoming calls and mail correspondence, taking appropriate actions as necessary.
- Provide general support to visitors
- Liaise with other staff members to handle requests and special projects from senior leaders
- Other duties as assigned

Desired Gifts/Qualifications

- Strong administrative, organizational, process and project skills. Independent judgement is required to plan, prioritize, and manage the workload
- Intermediate to advanced proficiency with Google Office suite
- Tech savvy and able to quickly learn new technology platforms
- Some event planning/project management experience preferred
- Possess a strong work ethic, self-directed team player, and can make decisions on behalf
- Excellent written and verbal communication skills
- Two or more years of experience as a Coordinator/Admin Assistant is strongly preferred.

Work Environment

- Most of the time is spent sitting in a comfortable position with frequent opportunities to move about. In rare occasions, there may be a need to move or lift light articles
- Located in a comfortable indoor area
- Any unpleasant conditions would be infrequent and not objectionable

Interested parties may send resume and cover letter to :Tamara Muhlbach at Tmuhlbach@fpc.org.