

Outreach and Mission Administrative Assistant

FIRST PRESBYTERIAN CHURCH OF GRAND JUNCTION, COLORADO

Position Description

Date: April 2026

Replaces: none

GENERAL RESPONSIBILITIES:

The Outreach and Mission Administrative Assistant provides administrative support to the Outreach and Mission Teams of First Presbyterian Church.

EMPLOYMENT STATUS: Part-time, Regular, Non-exempt, up to 20 hours per week

Wage: \$20.00 per hour

Benefits available: Retirement with 4% employer match.

ESSENTIAL FUNCTIONS: (Employee must fulfill the following essential functions with or without reasonable accommodation):

1. With the church's Mission Team, coordinate connections with organizations and missionaries supported by the church
2. With the church's Outreach Team, maintain current knowledge of community non-profit and human services available for those in need of help
3. With Pastoral Staff, keep updated on resources for people who contact the church for assistance
4. Manage complex calendars, scheduling appointments and meetings, and coordinating ministry events throughout the year
5. Prepare, edit, proofread, and format documents, reports, and correspondence
6. Attend twice-monthly staff meetings and monthly Mission Team and Outreach Team meetings
7. In coordination with members of both teams, track and report on Mission and Outreach budgets
8. Collaborate with staff, ministry leaders, and volunteers across the church

ADDITIONAL FUNCTIONS:

- 1) Performs other job-related duties as assigned by Pastoral Staff and Executive Director of Church-Wide and Children's Ministries

REQUIRED QUALIFICATIONS AND SKILLS:

- 1) Excellent written and verbal communication skills, professionalism, and strong interpersonal abilities with colleagues and volunteers

- 2) Strong time management, multitasking ability, attention to detail, and problem-solving skills are crucial for managing a varied workload and prioritizing tasks effectively
- 3) Must work as a team member in support of the mission of First Presbyterian Church

PREFERRED EXPERIENCE:

- 1) Ministry experience within a church setting
- 2) Leadership experience
- 3) Experience organizing and working with volunteers
- 4) Computer skills (including Microsoft Office) and working knowledge of social media

PHYSICAL REQUIREMENTS:

- 1) Ability to perceive and comprehend visual information
- 2) Must communicate with others, including hearing, speaking and listening
- 3) Push/pull, such as office and audio/video equipment
- 4) Lifting and carrying of office equipment
- 5) Sitting, standing, and walking in office/church environment

WORKING CONDITIONS:

- 1) Works alone and with others, including verbal and face-to-face contact with others.
- 2) Moderate to quiet noise level in office environment.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibility.

ACCOUNTABILITY:

This position is accountable to Pastoral Staff and the Executive Director of Church-Wide and Children's Ministries