

First Presbyterian Church
Fargo, North Dakota
Job Description
Administrative and Communications Assistant



Reports to: Business Manager; ultimately accountable to Pastor/Head of Staff

Status: Non-exempt

Hours: 24-30 hours/week to start; Monday-Thursday, 9:00 a.m.-3:00 p.m. in office. Optional Friday hours, 9:00 a.m.-3:00 p.m., may generally be worked from home. Additional hours may be available as duties are added, if desired.

Salary Range: \$22-\$25/hour, depending on experience and skill level

Benefits: Health care stipend and paid time off

Job Summary: The Administrative and Communications Assistant works in a dynamic, people-centered office where no two days are exactly the same. At any given moment, the phone may be ringing, someone may be at the door, an article may need editing, an ad may need designing, or a scheduling problem may need solving. This position is best suited for an experienced professional who enjoys variety, learns technology quickly, notices details, manages competing priorities, and can move work forward with good judgment and little intervention. It may be an especially good fit for someone seeking fewer hours, not less interesting work.

ESSENTIAL RESPONSIBILITIES:

Front Office & Hospitality

- Answer phones and the door, welcome visitors, handle routine questions, receive deliveries, manage appropriate building access, and triage requests for staff.
- Provide reliable front-desk coverage during core hours while using good judgment about what is urgent, what can wait, and what can be handled without interrupting another staff member.

Communications & Design

- Produce weekly emails, bulletin inserts, newsletters, ads, brochures, website updates, social posts, and other materials; take raw information and turn it into polished, accurate communications.
- Read and revise material for clarity, completeness, consistency, and context; follow up when information is missing or unclear.

Calendar, Scheduling & Information Management

- Maintain multiple calendars, room assignments, event information, deadlines, shared files, and records so information is accurate and appears in the right places.
- Spot scheduling conflicts, missing information, and likely communication problems before they create downstream issues.

Worship & Program Support

- Prepare bulletins, livestream materials, certificates, mailings, volunteer communications, displays, and other recurring materials needed for worship and church programs.
- Prepare basic meeting technology and communicate with volunteers, committees, and program leaders as needed.

Member Records & Administrative Support

- Maintain Church360 information, attendance and giving records, prayer/follow-up information, Session materials, committee reports, and other administrative records.
- Provide routine administrative support to the Business Manager and maintain supplies, records, mailings, and seasonal materials.

Executive Support & Problem-Solving

- Work closely with the Pastor/Head of Staff and Business Manager, anticipate needs, make calls, identify scheduling or communication problems, and independently follow through on assigned work.
- Manage competing priorities, bring solutions rather than just questions, and use available resources to troubleshoot routine problems before escalating them.

MINIMUM QUALIFICATIONS:

- Proficient in Microsoft Word, Microsoft Excel, Microsoft Outlook, and Google Calendar.
- Strong computer fluency, including files and folders, PDFs, printers, and basic troubleshooting.
- Strong writing, editing, proofreading, and verbal communication skills.
- Strong attention to detail, organization, follow-through, prioritization, and independent problem-solving.
- A good eye for design and layout; prior Canva experience is helpful but not required.
- Ability to learn new technology quickly and understand how multiple systems work together.
- Bachelor's degree preferred; equivalent professional experience will be considered.
- No prior church employment or church-specific software experience required.

SYSTEMS WE CAN TEACH:

- Canva, Church360, Subsplash, Squarespace, Rise Vision, OneDrive workflows, livestream tools, and church-specific communication and record systems.
- The successful candidate does not need to know these systems on day one, but must have the capacity and curiosity to learn them quickly and use them accurately.

CORE COMPETENCIES:

Judgment and Context Awareness - Recognizes when something does not make sense, notices inconsistencies, and pauses to verify or clarify before moving forward.

Organization and Follow-Through - Manages multiple activities and deadlines, captures incoming information, prioritizes effectively, and completes the whole task.

Initiative and Independence - Anticipates needs, identifies solutions, and moves work forward without constant supervision or reassurance.

Technology Learning - Approaches unfamiliar technology with curiosity and confidence, learns new systems quickly, and uses available resources to troubleshoot problems.

Editorial and Design Judgment - Recognizes clear, accurate communication and good visual design; notices when writing, formatting, or content needs revision or follow-up.

Interpersonal Skills and Boundaries - Relates well with many personalities; communicates warmly and professionally; holds appropriate boundaries while remaining welcoming and helpful.

Adaptability - Works effectively in a dynamic environment with frequent interruptions and changing priorities, returning to unfinished work without losing track of details.

Team Skills - Works collaboratively with staff and volunteers, communicates early when others depend on their work, and contributes positively to a busy office environment.

Confidentiality and Discretion - Handles sensitive pastoral, personnel, financial, and member information with sound judgment and care.

Mission Support - Is comfortable working in a church environment and supports the mission and ministry of First Presbyterian Church. Prior church experience is not required.

Send résumé and cover letter to Sarah Bigwood sbigwood@firstpresfargo.org.