**Job Description**

**Assistant to Pastor**

**First Presbyterian Church**

**1835 Young St.**

**Dallas, TX 75201**

FLSA Status: Exempt / Full-Time

Salary & Benefits: Commensurate with experience

**Purpose:**

To assist the Pastor.

**Reports To:**

Pastor

**Essential Tasks:**

* Support the daily work of the Pastor
* Support the Pastor in his role as Moderator of the Session
* Offer supplementary support to communications staff

**Required Knowledge, Skills, and Abilities:**

* Proficiency with the *Microsoft Office Suite* of software
* Experience with *Adobe Creative Suite*
* Ability to learn and willingness to share new knowledge with colleagues
* Ability to create, monitor, and meet schedules and deadlines
* Ability to prioritize and to manage multiple projects in-process
* Strong interpersonal skills and high emotional intelligence
* Strong spoken and written communications skills
* Ability to handle confidential information appropriately

**Work Environment:**

* Indoor office in downtown Dallas
* Basic user skills with computer/printer hardware, copiers, fax machines
* Minimal travel

**Special Requirements:**

* Occasional evenings, weekends, and after-hours work/phone calls for urgent deadlines
* Satisfactory pre-employment background and reference checks.

Send resumes to Lori Ferguson, Director of HR

Lorif@fpcdallas.org

April 12, 2019