

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