



**Employee Job Description**  
**Position: Website Manager/Admin Assistant**

**Essential Functions and Responsibilities:**

- Ability to work independently
- Excellent communication skills, in person and in various written formats
- Attention to detail and accuracy is a must
- Comfortable working in a fast paced, ever-changing environment
- The ability to complete projects within formally requested deadlines

**MEDIA/ ONLINE PRESENCE**

- Manage and maintain website and mobile app
  - ➔ Includes, but not limited to:
    - Maintain subscription/ communication with web-host (Subsplash)
    - Troubleshoot any malfunctions/ glitches on website and mobile app
    - Ensure uploaded media is displaying correctly on all outlets
    - Accurate and updated event information
    - Accurate and updated forms
    - Create new forms when needed for various sign ups/ events (ensure forms are working and delivering to the appropriate contact)
    - Ensure user experience is easy, manageable and accurately reflects FOP Church branding, values and identity
    - Ensure online Prayer Chain is functioning and displaying correctly
    - Ensure app/ online giving is functioning and displaying correctly (directing to external giving service)
    - Ensure accurate and updated contact information is displayed, including updated staff contacts, hours, service times, etc.
    - Ensure Daily Devotion is functioning and displaying properly (may also need to upload devotions)
    - Get Graphic Designs from (Media) and upload artwork for various website/ mobile app locations

## **OFFICE RESPONSIBILITIES**

- Organize, maintain, and assist staff with the use of office equipment, copies, fax, etc.
- Assist staff with printing/stocking materials (as needed).
- Order Administrative/Office supplies
- Order Supplies as directed by Administrative Pastor
  - Order Janitorial supplies
  - Order Pantry Items
- Phone and voicemail checked daily
- Forward info/connect forms to appropriate ministry leaders
- File and maintain all visitor information
- File and maintain background checks for all volunteer workers (As needed)
- File and maintain office files
- Record Staff Meeting Minutes/ Notes (agenda will be provided prior to the meeting by Administrator)

## **COMMUNICATIONS- Assist Administration Pastor**

- Manage Planning Center
  - Schedule volunteers to fill each needed position for All services on Planning Center
  - Train and direct ministry team leaders on Planning Center when needed
  - Troubleshoot issues with each ministry leader when needed to optimize effectiveness of Planning Center for our volunteers and ease of communication
- Maintain and update Volunteer Orientation Packet
- Manage Calendar
  - Manage On-line digital Calendar and Staff email accounts
  - Manage Master Calendar of events
- Distribute mass communications to congregants via email/mail as directed by Admin.

## **WEEKEND EXPERIENCE**

- Maintain and stock welcome center with all necessary forms, visitor gifts, etc.....
- Maintain and fill all forms needed for weekend services including visitor cards, communication, tissue, etc.

## **Part-time - Hourly wage**

- ➡ Monday— 9-3pm (6)
- ➡ Tuesday— 9-3pm (6)
- ➡ Wednesday— 9-3pm (6)
- ➡ Thursday 9-3pm (6)
- ➡ Flex-time (1)
- Vacation – 2 weeks (may increase with continued employment)
- Paid holidays: New Years Day; Easter Monday; Memorial Day; Fourth of July; Labor Day; Thanksgiving Day and Friday after; and Christmas Eve & Day
- Three paid days for immediate family death
- Medical/dental insurance not provided
- Retirement plan not provided

