

**FREMONT COMMUNITY CHURCH**  
*Home of Christian Community Schools*

**JOB DESCRIPTION**

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<b>TITLE:</b>	<b>Calendar Assistant</b>	<b>GRADE:</b>	<b>2</b>
<b>MINISTRY AREA:</b>	<b>Ministry Support Team</b>	<b>FLSA:</b>	<b>Non-exempt</b>
<b>REPORTS TO:</b>	<b>Assistant to the Business Administrator</b>	<b>STATUS:</b>	<b>Part-time</b>

**SUMMARY:** The Calendar Assistant supports the entire ministry by utilizing the centralized, ministry-wide calendar management system, according to established guidelines and procedures and as directed by the Assistant to the Business Administrator. The Calendar Assistant is required to attend Fremont Community Church and operate according to the FCC Operating Philosophy and policies formulated by the Board of Elders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serve as a member of the Administrative Services Team, reporting directly to the Assistant to the Business Administrator, in support of all office staff;
2. Ensuring the accurate and timely input of all calendar items and facility requests into the Master Calendar, including developing and overseeing data entry protocols, and providing associated documentation for Management Team, Support Staff, and Building & Grounds;
3. Processing Facility Request Forms, working with Facilities Supervisor, Support Staff and event coordinators to actively follow up on timelines and associated requests;
4. Informally training staff in the use of the calendar management system (EMS) and developing effective reference materials to assist staff in calendaring matters;
5. Enter employee absence and vacation requests into online systems;
6. Updating the Conference Room and Flex Office calendar printouts monthly, or more often as needed;
7. Providing administrative support to Building & Grounds Department in relation to Master Calendar, facility requests and signage;
8. Preparing all outgoing mail daily, including preparation of bulk mail as needed, and maintaining postage meter balance;
9. Distributing incoming faxes upon receipt and maintaining fax machine, updating settings as needed;
10. Distributing incoming mail to Upstairs Offices;
11. Providing Receptionist lunch coverage daily, and as needed during Receptionist's absences;
12. Providing back-up Copy Center coverage as needed during Copy Center Clerk's absences;

**This job description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities.**

**KNOWLEDGE, SKILLS, & ABILITIES:**

1. Attention to detail
2. Professional communication skills
3. Initiative and tact
4. Proficient in Microsoft Word, Outlook

**MINIMUM EXPERIENCE, EDUCATION, CERTIFICATIONS:**

1. 1-2 years experience as administration assistant
2. Experience supporting multiple people preferred
3. Database experience preferred

**PHYSICAL REQUIREMENTS:**

This position requires visual acuity and manual dexterity sufficient to operate standard office equipment. The employee must be able to lift and/or move up to 10 pounds.