

SEARCH FOR ASSISTANT DIRECTOR OF EDUCATIONAL MINISTRIES

Fox Chapel Presbyterian Church is seeking an Assistant to work with the Director of Educational Ministries. The complete job description may be viewed on the FCPC website(

<http://foxchapelpresby.com/newsite/documents/FCPCAsstdirofedjobdescript20108-1-1.pdf>.

A letter of intent and a copy of your resume may be mailed to the FCPC, 384 Fox Chapel Road, Pittsburgh, PA 15238 Attention: Delinda Donovan or emailed to donodvand@fcpc.us.. Resumes are due by May 1, 2008.

NATURE AND SCOPE OF BUSINESS

The Assistant Director of Educational Ministries provides administrative support to the Director of Educational Ministries in the areas of: developing, coordinating and communicating the comprehensive and expanding programs of educational ministries for children and adults at the Fox Chapel Presbyterian Church. This part-time position is thirty hours per week.

QUALIFICATIONS/REQUIREMENTS

A Bachelors Degree in an education related field is required. Two years of experience in a church educator role is preferred, with a desire to be in educational ministry with children and adults. Demonstrated proficiencies in the areas of administration, organization and multigenerational communication are essential. Basic computer skills such as e-mail and word processing (Word, Publisher, etc) are needed. This position requires the ability to problem solve and multi-task. The demands of this position are best served by a person who is a self-starter, has a strong work ethic, and constantly strives for high standards. Quality and accuracy are important elements of all tasks and assignments.