



## Central Coast FCA Events and Administrative Assistant

**Overview:** This admin has a crucial role in the FCA ministry on the Central Coast! This person will be the main point of contact for our fundraising events and weekly administrative tasks. While most of the job is behind the scenes, this role is needed to reach **every** coach and athlete on the Central Coast.

### Details:

1. Must be available 10-20 hours per week (10 during non-event periods, and 20 or more during events).
2. Most of the job is remote, but there are a few mandatory in-person meetings and events. There is an option to work in a co-working space in Atascadero.
3. Pay is \$22-\$30 per hour depending on experience.
4. Ideal start time is June, 2026.

### Internship Role Description:

#### 1. Administrative

- Will be the main contact person for the Central Coast. This will include responding to emails and any website or social media messages in a timely manner. Must be professional in written and verbal communication.
- Admin tasks include “batching” checks/cash weekly, submitting expense reports to FCA, sending out emails on Constant Contacts, etc. Must be detail-oriented and love spreadsheets!
- Must weekly check the PO Box in Atascadero.
- Must be a quick-learner of software programs. There are over 10 different programs to learn!

#### 2. Events

- Will be the main event planner for our larger events (3-4 throughout the year)
- **Must have experience and excel in organizing events.** This will include mobilizing/training volunteers, developing check lists and timelines, designing and printing all needed materials, managing rosters/RSVPS, etc.

#### 3. Spiritual Growth

- This person is expected to have a growing relationship with Jesus that includes church attendance, Bible reading, and prayer.
- While much of the work is behind the scenes, this person will be included in our weekly staff meetings of prayer/devotionals and willing to have spiritual conversations with staff and volunteers.

If interested, please reach out to Brad Zimmer at [zimmer@fca.org](mailto:zimmer@fca.org) or (805) 722-5960 or apply for the position at [centralcoastfca.org](http://centralcoastfca.org).