

COLONIAL PARK UNITED CHURCH OF CHRIST

5000 Devonshire Rd, Harrisburg PA 17109, 717-545-3782

An Open and Affirming Congregation

POSITION ANNOUNCEMENT: OFFICE MANAGER

(Available Immediately)

Full-Time: 52 weeks per year

37.5 Hours per week

The purpose of this position is to provide administrative support for the pastor, staff, Council, and committees. This person is appointed and dismissed by CPUCC Council and reports to Senior Pastor.

1. Qualifications

- a. Minimum of a high school diploma
- b. Knowledge and experience using Microsoft Office
- c. Knowledge and experience using data base management, preferred
- d. Effective oral and written communication skills
- e. Ability to deal with people in a Christian environment
- f. Ability to maintain confidentiality
- g. Ability to work under limited supervision
- h. Experience preferred, but not required

2. Responsibilities

- a. Provide full management of the office.
- b. Manage financial systems and information in a timely manner.
- c. Maintain church, congregation, and Council records.
- d. Oversee calendars for church, Council, and building use.
- e. Work with staff and volunteers in the preparation and directing of worship services.
- f. Communicate and publicize church activities.
- g. Perform other duties relating to office management as assigned by the Senior Pastor or Council.

3. Compensation and Parameters

- a. Salary: \$18.00 per hour (negotiable, based on experience)
- b. 37.5-hour week (Times can be flexible.)
- c. 52 weeks: Yearly salary \$35,100, plus \$3,000 towards health insurance

Send cover letter and resume to Human Resources and Congregational Records at the Church or email to kneely@cpuucc.org.

Colonial Park United Church of Christ is an equal opportunity employer, and does not discriminate based on religion, race, sexuality, gender, gender identity, or economic status.