Job Title: Church Office Administrator

Location: Church Office

Church of the Redeemer UCC
500 West Chocolate Avenue
Hershey, PA. 17033
info@redeemerchurchucc.org

Job Type: Permanent 12-month
Part-Time (15-20 daytime hrs/week with some flexibility in scheduling)

Pay: $13.50/hr

Reports to: Leadership Team

Expected Start Date: February 2025

Benefits: After 90-day probationary period:
1 week (20 hrs) paid time off for remainder of first year of service
2 weeks (40 hrs) paid time off per year after one year of service

Dress Standards: Business Casual

Duties

The position is responsible for creating church bulletins, maintaining church calendars, answering phones, coordinating church events, and other tasks as needed to manage a small church office. As time and training allow, the position may also be responsible for counting/recording funds, some bookkeeping, and maintenance of a website and social media communication. Time management and the ability to maintain confidentiality are of utmost importance.

Job Specific Task List

- Worship bulletins: Produce weekly worship and occasional special event bulletins
- Mid-Week email communication: Produce a mid-week email on MailChimp which includes gathering information and creating the document, and then emailing it to members and posting on the church website using Squarespace.
- Telephone: Taking and processing messages; checking voicemail; responding to member communications.
- Mail: Incoming – bring mail into the office, sort, and distribute
  Outgoing – periodic preparation of all-congregation mailings; correspondence as needed to support the general functioning of the office.
- Office: Ordering and maintain office supplies inventory; assist with the offering deposit process; bookkeeping using Icon church management software; maintain yearly calendar; gather forms and maintain information concerning building use; support church leadership team as needed.
- Membership: Maintain member contact information and generate mailing lists as needed to send communication to active and inactive members.
- Website and social media: Working with the pastor to maintain event communications in a timely manner on the church website and Facebook as needed.

- Miscellaneous: Answering questions from the community members and directing them to needed services.
- Other duties as required to manage a busy church office.

Minimum Qualifications
High School Diploma or GED
Two years of comparable administrative experience

Additional Knowledge and Skills
Ability to maintain strict confidentiality
Interpersonal communication skills
Time management
Ability to work independently
General computer experience including use of email and the internet
Proficiency in Microsoft Office, especially Word, Excel, and PowerPoint
Knowledge of OneDrive and SharePoint a plus
Knowledge of Icon Church Management software a plus
Knowledge of Website maintenance and social media communication a plus

Physical Requirements
This position involves sitting at a desk and computer most of the time. It may require handling occasional mail and packages of up to 10 pounds. Walking, standing, and climbing stairs are required occasionally.