

Title: Church Administrator

Job Description: A Church Administrator is required to provide administrative services to the **Pastor**, Session through the Personnel Committee, the Ministry Teams, the Deacons, and Elders in the areas of administration, reception and customer service. This position requires a minimum of three years' experience in administrative/secretarial work, excellent interpersonal and communication skills, good attention to detail and accuracy, good organizational skills and demonstrated ability to prioritize to meet deadlines. The Church Administrator must have the ability to handle varied situations and requests in a professional and constructive manner. An intermediate level of computer literacy is required in areas including word processing, formatting spreadsheets, processing and storing emails and database management. (Word, Excel, PowerPoint and Publisher). He/She must demonstrate the ability to take initiative to solve problems as well as suggest and develop best practices. This position requires sitting approximately 4 hours per day and the ability to lift weights up to 25lbs from the floor to above the shoulders.

The Church Administrator shall:

- Comply with all NPC policies and procedures including standards of conduct and appearance to reflect positively on the Church.
- Perform administrative duties including word processing, filing, and all forms of correspondence, communication via email and phone, maintenance of calendar, and reception.
- Be responsible for the production of materials using office equipment which the church owns/acquires and oversees usage of all office equipment by others.
- Utilize Power Church to enter weekly attendance and visitor information, and inform the Pastor of the visitor information.
- Order office supplies and equipment.
- Set deadlines for receipt of information and prepare, produce and distribute documents including church bulletins, announcements, mailings, letters to the congregation and newsletters.
- Assist with public relations for church events and disseminate news releases to the media. Maintain and update the website with regard to calendar, newsletters, and events; update Facebook page with announcements.
- Maintain church signage and bulletin boards in cooperation with the Pastor and Session.(this could be assigned to a church member with direction from the Adm. Asst.)
- Serve as church receptionist during office hours.
- Communicate with Property Chairperson regarding necessary repairs and/or maintenance of church property and/or grounds.
- Communicate requests for assistance from non-members to the Chair/Moderator of Deacons

Reports to: Personnel Elder

Position is part-time paid (typically 10 AM – 2 PM, Tuesday-Thursday). (Hours could vary depending on the season of the church!)

Salary: Salary for the position will be commensurate with skills and experience.