

Wanted: Church Office Administrator, Part Time. Flexible days, 16 hours per week. Computer background a must. Proficient in Microsoft Office a must. For additional information please contact the church office of The First Presbyterian Church by email at office@firstpresaub@gmail.com or call (863)-967-1010

Part Time Church Administrator

Days: Tuesday through Friday

Hours: total of 16 hours

Reports to: Current Pastor of the Church

Overall: The position entails several disciplines including, but not limited to: secretarial, interactions with church members and guests, internal and external communication, working with volunteers, and record keeping for the church and Food Pantry. This individual plays a crucial role in supporting the church's mission by managing resources, coordinating schedules, and maintaining clear communication with the Pastor, Session, volunteers, and the congregation.

Personal Qualities

- Ability to handle all information that comes in and out of the office with confidentiality and integrity
- A self-starter who can manage an office environment with little supervision
- Strong computer background and demonstrated proficiency in the Microsoft Office suite (Publisher, Excel, PowerPoint, etc.)
- Strong proficiency in the use of the web hosting program, Wordpress, or a willingness to learn.
- Willingness to learn and become proficient in new computer programs as they are integrated into the office environment.
- Strong interpersonal and communication skills
- High level of organizational and time management skills

Job Description/Duties

- Chain of Command: weekly staff meeting with the Pastor for review, updates and assignments. Then meet with the Session for a yearly evaluation.
- Bulletins: Prepare weekly bulletins, inserts, announcements, etc. in conjunction with the Pastor and Director of Music. Print, fold, assemble and stuff bulletins for worship service. Prepare special service bulletins and wedding/funeral bulletins as needed.
- Prayer List: Compose/compile the weekly prayer list and mail it to all members of the prayer chain list. Ensure that the weekly prayer list in the bulletin insert is accurate and up to date. Inform the Pastor as soon as possible of any new prayer requests.
- Daily communication: Handle incoming calls, emails, and visitor inquiries professionally. Answer phone and respond to inquiries within the scope of responsibility. Project a warm and caring attitude when dealing with all phone calls, especially those from visitors. Handle sensitive information with the utmost discretion. Prepare mass mailing and emails for congregational members when necessary. Utilize/maintain the congregations information database.
- Church mail: Regularly collect and open all incoming mail. Sort and ensure mail gets to necessary recipients in a timely manner.
- Church calendar: organize and maintain the Church calendar for the congregation.
- Supplies: organize and maintain an appropriate inventory of office supplies.
- Various other tasks that arise.