

# First Presbyterian Church

## Job Description – Office Manager / Administrative Assistant

30 hours/wk

Includes Benefits through PCUSA including health coverage for employee and spouse and pension

Additional benefits may be added at the employee's expense

Includes 2 weeks of vacation per year

Salary range – 20-25k depending on experience, skills, etc.

New employees will be evaluated after periods of 30, 60, and 90 days to evaluate fit and progress and then will be reviewed each year.

Paid Holiday Time Off (New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve 1/2 day & Christmas)

Jury Duty leave as required

### Duties

#### OFFICE MANAGEMENT

- Receive phone calls, emails, and visitors professionally and helpfully
- Clerical support for the church and for the pastors as needed, including but not limited to...
  - Arranging, formatting and printing bulletins, newsletters, reports, correspondence, etc.
  - Preparing the annual report and monthly meeting packets
- Maintaining church calendar and scheduling various events

#### ORGANIZATION

- Record and store various church documents and records
- Maintain the main office and work room in a way that looks welcoming and professional
- Order and inventory needed office supplies and equipment
- Update church rolls and church software regularly and accurately

#### COMMUNICATION

- Handle various mailings and email distributions to the congregation
- Correspond with other churches regarding membership transfers, etc.
- Manage and send weekly email updates and various announcements
- Communicate schedule items to involved parties when needed – custodian, wedding planner, etc.
- Work with outside groups who use or wish to use the building (With Building Manager)
- Forward bulletin information to people who format weekly presentation for worship
- Update church web-site and online calendar as needed

#### OTHER DUTIES

- Assist volunteers as needed (offering counters, Presbyterian Women, mid-week program, etc.)
- Work with committee chairs as needed to order materials or organize their work.
- Answer questions (or see that they are answered) for guests, visitors, members, etc.
- Receive offerings/gifts/payments that come through the office and forward to Finance Manager.

#### SKILLS NEEDED

- Very strong interpersonal skills – friendly, warm, patient, helpful, etc.
- Organizational skills – ability to prioritize work and follow through to get things done
- Computer skills – Word, Publisher, PowerPoint, In Design, etc. (proficient or willing to learn)
- Professionalism – Confidentiality, dress, demeanor, etc.