

Position Description
Church Office Administrator
Silver Spring Presbyterian Church- 580 University Boulevard East,
Silver Spring, MD 20901

Title: Church Office Administrator

Duties: Oversees and directs the daily operations of the church office, under the supervision and direction of the Pastor and the Session.

Skills: Must have excellent oral and written communication skills, with exceptional knowledge of Microsoft Office Products including Word, PowerPoint, and Excel Spreadsheets.

Days/Hours: Part Time: 25 hours/week

Accountability: Reports to the Pastor as Head of Staff and Administration/Personnel Committee.

Responsibilities:

- Provides secretarial support to the pastor and other staff and session members and Administration Personnel (AP) committee
- Maintain a pleasant, efficient, and professional service attitude with ALL who contact the church office
- Prepare: bulletins and PowerPoint presentations for worship services, reports, church publications, and correspondences.
- Provides general office support, including answering telephones, responding to e-mail messages, greeting guests, and sorting and distributing mail
- Oversee administrative matters related to building users, including scheduling, tracking use of services and equipment, billing, and receiving payments
- Maintain the church calendar
- Establishes and maintain effective filing systems for church administrative records, both paper and electronic
- Maintains church membership database
- Orders and manages office supplies under the direction of the pastor.
- Oversees office equipment and service providers
- Stuffs envelopes for various committees (as needed) and prepares church mailings (or supervise volunteers)
- Works with the Church Treasurer regarding supply needs, forwarding invoices received by mail or electronically in a timely manner.

Relationship: Works closely with Pastor on all matters related to the church office. Communicates office needs and policy concerns to the Administration and Personnel Committee. Coordinates with Buildings and Grounds regarding scheduling of building maintenance services. Works with Church Treasurer regarding finance and bookkeeping responsibilities. Interacts with church members, building users, and visitors in a friendly and positive manner.

Evaluation: The Administration and Personnel Committee conducts an annual performance evaluation, in addition to bi-annual performance reviews conducted by the Pastor as head of staff and reviews the adequacy of compensation benefits package.