

POSITION ANNOUNCEMENT FOR ADMINISTRATIVE ASSOCIATE

Colesville Presbyterian Church (CPC) seeks candidates for the part-time position of Administrative Associate. CPC, located at 12800 New Hampshire Avenue, Silver Spring, MD, 20904, and a member of the National Capital Presbytery, was founded in 1960 as an intentionally multiracial and diverse community. We are an inclusive congregation, with strong traditions of worship, preaching, music, Christian education, and mission.

Qualifications

- Administrative experience in church offices and other office environments.
- Proficient in PowerPoint and other Microsoft Office programs.
- Ability to maintain and manage administrative records and filing systems for a church office.
- Ability to use Realm software to maintain membership records, keep attendance, send church wide emails, and produce lists, mailing labels and reports.
- Ability to manage and update the CPC website on a weekly basis.
- Ability to coordinate and organize requests for building use.
- Ability to receive information and edit and produce required documents and communications.
- Ability to work in a team environment with colleagues in ministry and office staff.
- Ability to maintain confidentiality of church matters and abide by the Standards of Ethical Conduct for Employees and Volunteers of The Presbyterian Church (U.S.A.).

Job Description

- Provide secretarial and administrative services for the pastor(s).
- Provide secretarial and administrative support for other staff and Session committees as prioritized by the Head of Staff.
- Represent the congregation's caring and concern by greeting and screening visitors and callers and sharing available information as appropriate.
- Maintain a master calendar of church use and activities from information provided by staff members and Session committees.
- Receive information, edit, and produce the Annual Report to the congregation and special communications to all or specific segments of the congregation as requested by the Head of Staff.
- Keep the CPC website updated weekly in conjunction with the Outreach and Worship Committees.
- Prepare a worship bulletin for each regular Sunday service and special services as indicated by the pastor(s)/worship leaders.

- Prepare a weekly PowerPoint presentation for the 9 am Contemporary Service or as requested by the Worship Committee.
- Maintain an inventory of church office supplies and order office and other supplies, as requested, with concern for both quality and economy.
- Coordinate with the Operations Committee regarding the purchase, maintenance, and replacement of all office equipment.
- Coordinate requests for building use by outside groups or individuals with the Facilities Manager.
- Assist the Personnel Committee in maintaining adequate records and necessary legal documentation for all paid staff.
- Work collegially with all church staff.

Duty Hours: 9:30 am to 3:30 pm

Duty Days: Tuesdays, and Thursdays

Compensation

- \$20.83 per hour with a review in January.
- Vacation days and sick leave are accrued as specified in the CPC Personnel Handbook for Nonclergy Staff.

Review of applications will begin Monday, August 1, 2022, and will continue until the position is filled.

Cover letters and resumes may be submitted to the Attention of the Personnel Committee, Colesville Presbyterian Church at colesvillechurch@verizon.net, or mailed to 12800 New Hampshire Avenue, Silver Spring, Maryland 20904.