



Job Title: Office Manager

Reports to: The Pastor

Supervisory Responsibilities: None

Job Summary:

We are looking for a responsible, proactive Church Administrator to manage the daily operations of the Capitol Hill Presbyterian Church (CHPC), through managing the church's schedule of events; producing communications for the church; and being a welcoming presence. The Church Administrator works with the pastor, staff, volunteers, church members and space renters at CHPC. (24 hours/week)

Duties/Responsibilities:

- Be on site to meet and assist visitors and callers to the church.
- Maintain the church website, post worship service online (youtube).
- Design and produce weekly physical and digital communications (Bulletin, Lifelinks, Social Media) and other reports.
- Maintain calendars for space use and church meeting/events
- Manage membership database, including online giving support
- Manage accounts for renters and other space users
- Monitor vendor accounts (pest control, elevator maintenance, copier, phone, etc)
- Maintain inventory of office supplies; schedule maintenance for office equipment.
- Manage benefits accounts for staff
- Print, and send out mailings for committees as needed (esp, Stewardship)
- Maintain office files in coordination with Clerk of Session, and Pastor

Required Skills/Abilities

- Self-starter, self-directed; able to collaborate; friendly “people person”
- Ability to operate or learn REALM (our online membership/finance database), Google Suite, Constant Contact, Canva, HootSuite (or equivalent), Squarespace.
- Excellent writing/editing and verbal communication skills
- Self-starter, able to work independently
- Commitment and desire to serve others through the church

Education and Experience:

- Bachelors in Business Administration, Non-Profit Management (or similar), or at least 5 years of office administration experience