



Calvary Presbyterian Church

6120 North Kings Highway
Alexandria, VA 22303
703-768-8510
www.calvarypres.org

Job Title: Office Manager

Supervisor: Pastor

Hours: 24 (Tues. – Fri., 10AM – 4PM)

Qualifications:

1. High school diploma or equivalent;
2. Computer skills to include Microsoft Office, Excel, Power Point, Microsoft Publisher, church software database management and Internet resource familiarity;
3. Good verbal and written communication skills;
4. Strong interpersonal, relationship building skills;
5. Self-Motivated and flexible;
6. Experience in a church environment preferred.

OBJECTIVE: To provide administrative and technical support to the Pastor, Treasurer, Elders and Members of Calvary Presbyterian Church; and to represent the welcoming nature of our church to the community.

Key Functions:

1. Prepare weekly Sunday service bulletins and related documents.
2. Support financial personnel with administrative tasks related to collection and disbursement of funds.
3. Manage phone calls and e-mail communications.
4. Maintain and update calendar of events.
5. Coordinate and communicate regularly with the Web team
6. Maintain church software database.
7. Liaison between the congregation and Pastor.
8. Coordinate with Property Elder and vendors on Property issues.
9. Other duties as assigned by the Pastor.

Contact:

Calvary Presbyterian Church office

info@calvarypres.org

(703) 768-8510