

Lewinsville Presbyterian Church, located at 1724 Chain Bridge Road in McLean, Virginia, is seeking a church administrator/property manager to manage the daily operations of the church campus and support the pastors and other staff beginning April 1, 2023. This position is for approximately 20 hours a week (in person at the church facility 3 to 5 days per week) with 3 weeks paid time off (inclusive of vacation, personal days and sick leave) and no other benefits. Salary range, depending upon qualifications and experience: \$35,000-\$40,000 annually.

Job responsibilities:

- Provide daily administration and management of the church facility and property. Maintain good working relationship with church contractors and solicit proposals and negotiate contracts for work at the church.
- Develop, in cooperation with the Facilities Ministry, a list of projects for the upcoming year that will maintain the facility, add to the safety and security of the buildings and grounds, and prepare the church for the future as well as can be determined.
- Oversee on-going major projects, including updating of the church's current reserve study.
- Insure that all Facilities Ministry accounts stay within budget, explain variances, and/or provide documentation of additional funding requests using proper channels (Facilities, Administrative Ministry Group, Session) to incur expenses beyond the budget.
- Develop, in cooperation with the Facilities Ministry, Administrative Ministry Group and Finance Ministry a budget for the upcoming year that meets the needs of the facility. Monitor budget monthly.
- Review contract anniversary dates and do comparison bid when needed.
- Coordinate use of church facilities by Ministry Groups and outside groups.
- Supervise members of the support staff.
- Work cooperatively with co-workers and clergy to further the mission of the church, be responsive to the members of the congregation, be an ambassador of the church in the community. Develop strong working partnerships with other congregations, vendors/contractors and the public in general.

Requirements

- Five years' experience in church administration or other relevant work experience.
- Knowledge of Microsoft Office suite of tools.
- Reasonably mobile, with ability to climb ladder steps to church roof on occasion
- Reasonably comfortable in a public speaking context, particularly if called upon to address the church congregation