Job Title: Church Administrator
Reports to: The Pastor
Supervisory Responsibilities: None
Hours: 30 hours/week (Monday-Friday)
Rate: Salary range: $55,000-$65000
Submit resume and cover letter to RLV@capitolhillpreschurch.org

Job Summary:
The Church Administrator is responsible for managing the daily operations of the Capitol Hill Presbyterian Church (CHPC), including maintaining the church's schedule of events; producing online and print communications for the church; tracking the church supply and administrative budget; overseeing space use of the facility; supporting the administrative aspects of Session, Pastor, and member initiatives; and being a welcoming presence to members and visitors. The Church Administrator works with the Pastor, staff, volunteers, church members and space renters at CHPC.

Duties/Responsibilities:
- Be on site Monday to Friday during business hours to answer the phone, manage the mail, and meet and assist visitors to the church.
  - As needed, respond to routine questions (via phone or in-person) and correspondence directly
  - Refer more complex questions and correspondence to the Pastor/Session members/other staff in accordance with a set criteria
- Maintain the church website, post worship service online (youtube).
- Design and produce weekly physical and digital communications (Bulletin, Lifelinks, Social Media sites, Church Directory) and other reports with minimal errors. Includes
  - Drafting and printing out physical copies of the bulletin weekly and distributing electronic bulletin to Pastor and weekly liturgist via email
  - Collecting announcements from Pastor / elders and entering the information into Bulletin, "LifeLinks" newsletter and/or social media posts
  - Print, and send out mailings for committees as needed (including Hospitality and Stewardship)

- Maintain calendars for space use and church meeting/events, facilitating use of the building while ensuring the space is not double-booked
    - Setting up Zoom calendar invites for Church meetings and distributing the link to committee members
    - Processing contracts pertaining to long-term and one-off external customers as well as for CHPC members
- Manage membership and visitor information into Realm (CHPC membership and financial tracking database), including
    - Processing visitor sheets, entering pertinent POC information
    - Entering information pertaining to online giving support (loose offerings, special offerings, pledges, etc.)
    - Coordinating with bookkeeper to run relevant reports to support Finance and Stewardship Committees, as needed/directed
- Manage office supplies and vendor accounts/contracts
    - Monitor vendor accounts (copier, phone, internet, etc.)
    - Manage accounts for renters and other space users
    - Maintain inventory of office supplies; schedule maintenance for office equipment.
- Manage benefits accounts for staff and church insurance
- Maintain office files in coordination with Clerk of Session, and Pastor
- Support the Washington Seminar Center
    - Coordinating with customers, ensuring their paperwork is complete and accurate.
    - Collecting deposits and otherwise managing contracts made with customers
    - Advertising the facility

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), Square, Squarespace, YouTube and more.
- Excellent writing/editing and verbal communication skills
- Commitment and desire to serve others through the church

Education and Experience:
- Either a Bachelors in Business Administration, Non-Profit Management (or similar), or at least 5 years of office administration experience.