

# CHRISTIAN COMMUNITY PRESBYTERIAN CHURCH

**Job Title:** Church Office Administrator (part-time, Mon-Fri, 20 hrs/week, in person)

**Location:** CCPC, 3120 Belair Drive, Bowie, MD 20715, 301.262.6008

**Job Summary:** Christian Community Presbyterian Church (CCPC) in Bowie, MD, is seeking a part-time Church Office Administrator; responsible for front office, vendor communications, and member communications. The ideal candidate is friendly, organized, detail-oriented, is a self-starter, with a can-do attitude, and has demonstrated an ability to work collaboratively. Email [office@ccpcbowie.org](mailto:office@ccpcbowie.org) with resume and interest.

**Duties and Responsibilities:** Provides administrative services for four areas of church operations: (1) pastoral support, (2) office functions, (3) facilities maintenance coordination, and (4) support for members of the board of church elders known as the Session. Other duties as may be assigned by the Pastor.

## **Qualifications:**

- Strong interpersonal and administrative skills.
- Excellence in oral and written communications.
- Proficiency in computer software, and a willingness to learn new platforms; MS Office and Teams software a plus.
- Familiarity with computer database software.

## **Education and Experience:**

- High School diploma required. Two years of college education preferred.
- Minimum of two years of office management and administration.
- Experience working with volunteers.
- Coordination and communication across a variety of audiences and platforms.
- Independent and creative problem solving.
- Familiarity with church operations is a plus.

## **Salary, Benefits and Allowances:**

- \$18 per hour, with opportunity for raise after 6 months probationary period.
- Vacation and sick leave accrued. No scheduled work (or pay) on Federal holidays.
- CCPC does not participate in the Maryland State Unemployment Insurance Program, i.e. CCPC employees are not eligible to receive unemployment compensation from either the State of Maryland or CCPC.

**Church Overview:** [Christian Community Presbyterian Church](#) is a thriving and welcoming Christian congregation of 200 members in Bowie, Maryland. Embracing diversity, we are an open and affirming church committed to inspiring worship, thought-provoking biblically based sermons, prayer, bible study, and music. We actively engage in mission, value intergenerational relationships, and stand firmly against racism, welcoming individuals of all races, ethnicities, and LGBTQIA+ identities.