

Trinity Presbyterian Church
is seeking to fill the position of
CHURCH OFFICE ADMINISTRATOR

Job Requirements

This position requires the employee to work up to 35 hours/week, normally as five 7-hour days. Most of that time will be in-person at the church, but allowances and capabilities will be provided to enable work from home when approved by the supervisor. This employee is often the first contact with the church for those outside Trinity, and it calls for someone who exhibits patience, respect, and knowledge of the church. Specifics of the position are below.

Position Description

The Church Office Administrator

1. provides administrative and logistical support to the Pastors, the staff, the Session, the Board of Deacons, the ministry teams, other church groups, lay volunteers, and the general membership of the church.
2. is responsible to the Session through the Personnel Committee and works under the day-to-day supervision of the Head of Staff.
3. must be skilled in the use of the latest tools for word processing, spreadsheet management, scheduling, automated document design, website editing and electronic communications, database management, and other common office functions, as well as the ability to learn new skills as the position evolves.
4. respects and maintains the confidentiality of sensitive matters that arise while carrying out the responsibilities of the position.
5. interacts with the financial administrator and other team/committee leaders

Personal Contacts

The Church Office Administrator:

1. relies on knowledge, experience, and good judgment to provide effective assistance in a wide range of matters through personal interactions, telephone calls, e-mails, or other forms of communication.
2. interacts on a regular basis with the Pastors, fellow staff members, church officers, other church group leaders, Preschool staff, and the general public.
3. greets and provides assistance to visitors to the church office, answers phone calls, and provides assistance to callers.

Communications

The Church Office Administrator:

1. works with the staff to prepare the weekly bulletin for worship and the monthly newsletter.
2. prepares and distributes the weekly email.
3. initiates and maintains posts on the church's social media outlets.
4. maintains the master church calendar of events and activities.
5. is responsible for bulk mailings and congregational mailings and ensures proper postal procedures are followed.
6. in conjunction with the Clerk of Session, maintains and updates the Church Registers.

Database Management

The Church Office Administrator:

1. maintains the church database and is responsible for updating the database with members' information.
2. creates reports from the database for the staff, church officers, and volunteers as needed.

Facilities

The Church Office Administrator:

1. schedules and allocates the use of church facilities by groups from within and outside the church in accordance with church policy.
2. executes and monitors contracts with outside groups to use church facilities and ensures that outside groups are aware of the rules and expectations for use of the church facilities.
3. when applicable, collects fees from outside groups for use of church facilities in accordance with church policy.
4. in conjunction with the Pastors and the Property Committee, oversees the work of the church cleaning service.
5. in conjunction with the Property Committee, orders and oversees repairs to the church facilities and helps manage maintenance contracts.
6. maintains the inventory of the keys to the church and issues them to authorized users, ensuring their return when users no longer need them.