

Office Administrator, Takoma Park Presbyterian Church

Takoma Park Presbyterian Church seeks a well-organized, computer-proficient and personable part-time Office Administrator to support the efficient and effective operation of the church. See position description below. Please send your cover letter and resume to office@takomaparkpc.org.

Responsibilities:

- Onsite reception and correspondence four days/week:
 - Telephone, email and visitor reception and referrals as needed.
 - Answer or forward church correspondence as appropriate.
 - Assist staff and visitors with parking permits.
- General office administration
 - In collaboration with Communications Coordinator, print out and produce hard copies of electronic bulletin for worship services and special services.
 - Maintain church records, including contact information for members and friends.
 - Manage vendor contracts, keep vendor records, oversee maintenance of office equipment.
 - Manage security clearance applications and keep records for nursery workers, other staff members, volunteers as needed.
 - Order and maintain supplies:
 - office supplies
 - coffee hour supplies
- Support Facilities Coordinator as needed, including:
 - Forward phone and email requests for building use.
 - Show space to potential renters as requested by Facilities Coordinator.
 - Let repair contractors into building as requested by Facilities Coordinator.
- Support Communications as needed, including:
 - Provide Communications Coordinator with updated and accurate contact information for church members/friends.
- Recruit and schedule volunteers for a range of tasks, including:
 - Liturgists for Sunday worship.
 - Hosts for weekly coffee hour.
 - Volunteers for special events such as receptions for funerals (in coordination with Deacons).
 - Volunteers to keep the sanctuary tidy.
- Assist with consolidation/scanning of office files and possible office relocation to another part of the church building.
- Support pastoral care:
 - Forward to pastor any pastoral concerns communicated through phone calls, office visits and emails.
 - On Mondays, monitor prayer requests written in prayer book during each Sunday worship service and forward to deacons and pastor.

SUPPORT: The church has a variety of volunteers that help support church operations, and may be able to retain additional assistance for specific needs (e.g., IT help).

SUPERVISION: This position will be supervised by the pastor in consultation with the personnel committee.

QUALIFICATIONS

- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Proficient in Microsoft 365 suite including Excel spreadsheets, Google Workspace, Adobe, and general email technology.
- General knowledge of office and administrative procedures for a small organizational office.

STATUS: Part-Time (16 hours), Non-exempt

BENEFITS: Vacation, sick leave