

Dickey Memorial Presbyterian Church
Administrative And Communications Coordinator

Job Description

This position requires someone to provide administrative support to the Pastor, Session (governing body), staff, committees and congregation. The person must be able to organize the workload effectively and work independently to complete all tasks.

Core duties include managing the daily operations of the Church office; communicating the position of DMPC via phone, email and paper correspondence; preparing weekly service bulletins.

Minimum Qualifications

- High school diploma.
- College degree or at least two years of relevant experience in office administration.
- Skills in Microsoft Office, Constant Contact, and Canva preferred.
- Experience working with churches and/or volunteer organizations preferred.

Current Duties and responsibilities:

Administration and Communication

- Serve as the first point of contact for church members, visitors, and vendors.
- Respond to all communications addressed to the Church.
- Prepare bulletins for each Church Service.
- Prepare Minutes for meetings of Session.
- Procure office supplies and manage office functions.
- Prepare DMPC Annual Report.

Other

- Inform Building Committee of repairs or other work needed for the buildings and grounds.
- If necessary, schedule repair work and arrange for contact person to be present.
- Prepare rental agreements for short-term rentals and ensure payment.
- Manage documents of long-term rental documents.
- Maintain record of keys.

Compensation

- This position is for 16 hours per week compensable at the rate of \$21 to \$25 per hour based on qualifications and experience.

- Office hours are Tuesday through Friday, from 9 am until 1 pm. The days and hours are negotiable.

- Two weeks of paid vacation are included. When absences are anticipated, all bulletins and other essential work will need to be prepared ahead of time.

September 2026