

First Presbyterian Church of Howard County
Office Administrator

Title: Office Administrator

Category: Full Time

Pay: \$45K – 60K yr. commensurate with experience

Accountable To: The Pastor and the Session through its P3Committee

Purpose: To oversee the day-to-day operations of the church, including use of the campus, supervising volunteer staff, managing church communications, and providing administrative support to the professional staff

Primary Duties and Responsibilities:

- Coordinate communication functions of the church including weekly newsletters, mail, annual report, email, telephone. Assist the Director of Christian Ed on web site, Facebook, social media, etc.
- Prepare attractive weekly bulletins, inserts and presentation programs for worship
- Coordinate administrative functions of the church including church directory, databases, secretarial work, purchasing supplies, petty cash, key distribution, visitor lists, etc.
- Maintain the church calendar, coordinating church activities and outside groups
- Manage use of church space by outside groups including payments, scheduling, set-up needs, proof of insurance, act as liaison for outside groups, etc.
- Receive, record, and acknowledge memorial gifts to the church and maintain records for the church Memorial Garden
- Coordinate, recruit and supervise support staff volunteers
- Maintain office supplies and ensure that office equipment is well maintained and serviced
- Provide administrative support to the professional staff and lay leaders of the church

Additional Duties: As assigned by the pastor and as necessary for the life of the church

Working Relationships: Maintaining a healthy relationship with the staff, Session, Deacons, and church members is vital. The ability to provide a friendly welcome and to love and support people who call and drop by the church, even when it interrupts work, is essential.

Required Qualities and Skills:

- Knowledge of Microsoft Office including Word, Excel, Outlook, PowerPoint and Publisher
- The ability to learn new computer skills
- Basic secretarial skills including typing, filing, telephone, copying, faxing, etc.
- Fluency in English including spelling, punctuation and grammar
- Ability to follow through with details, be a self-starter and to make decisions
- Ability to maintain confidentiality
- Friendly, loving personality
- Ability to handle details as a part of a team that includes some “big picture” people

To apply send resume to revkenpage@gmail.com