

Office Administrator & Communications Coordinator

Purpose of Position: To provide direct administration of all office related responsibilities and to coordinate congregational communication.

Position Title	Office Administrator & Communications Coordinator
FT/PT	PT, 20 hours per week
Classification	Salaried/Exempt
Accountable to	Pastor/Head of Staff
Collaborates with	Staff, Elders, Deacons, Church Members
Supervises	Caretaker-Custodian
Presence required on Sundays	No

Qualifications:

- Excellent interpersonal skills
- Strong computer skills, especially Word, Publisher, Constant Contact, Canva, Google Drive programs, and website and social media platforms
- Desire to support many facets of Christian ministry
- Excellent time and task management skills

Responsibilities:

- Produce weekly worship bulletin, worship slides, eNews, and update church calendar
- Schedule room use and arrange billing for church and non-church events
- Supervise custodian and communicate room set-up needs
- Answer phones, greet and direct visitors
- Retrieve and distribute daily mail
- Coordinate scheduling of memorial services and production of memorial service materials
- Update website
- Work with Clerk, Pastor, and Treasurer to update data in church database and Constant Contact database
- Coordinate production of Annual Report
- Coordinate building upkeep, materials orders, and inspections with Buildings and Grounds Committee
- Assist staff and church committee members with seasonal projects and interface with church members for daily needs
- Order and stock office supplies, prepare and manage yearly budget to cover office expenses, and process the weekly office bills to be paid by the Bookkeeper
- Generate and send out special communication (emails, letters, etc.) when directed by Pastor
- Create and update church brochures and materials as needed

Hours and Compensation

This is a year around, part-time position with scheduled office hours from 9:00 a.m. to 2:00 p.m. Monday through Thursday (some flexibility with actual hours and schedule).

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The annual salary for this position is set by Session (Church Council). Presently the church provides paid vacation, sick leave, and other leaves based on the approved Staff Handbook.

Rolling Bay Presbyterian Church is an equal opportunity employer and consideration will be given to all candidates regardless of race, color, religion, gender, sexual orientation, national origin, age, marital status, medical condition, disability, or genetic information. All employment is at-will employment and requires acceptance of personnel policies outlined in the Staff Handbook.