

JOB DESCRIPTION

Church Staff

Job description for: Office Administrator
Reports to: Pastor/Head of Staff

Session Approved: TBD
Status: Part-time – Hourly
16 hrs weekly

Every staff person of the Presbyterian Church of Broomfield seeks to assist the congregation in fulfilling the purposes of the church presented in the following statement.

Mission Statement *To be a Christ-centered church that proclaims the Word of God and reflects the love of Jesus Christ in our church, to our community and within our world.*

Overview

The position requires commitment, compassion, discretion and confidentiality. An average work week will be 16 hours, hours to be determined, Tuesday through Friday. The Office Administrator works under the direct supervision of the Pastor/Head of Staff.

Responsibilities:

- Produce quality work on schedule.
- Assist church officers and staff as requested.
- Update website and other social media as needed.
- Design program layouts of worship services or other events as requested, using MS-Word and MS-Publisher and/or other electronic media.
- Manage Google MS-365 accounts.
- Produce publication of weekly bulletin and annual report as directed.
- Maintain online monthly events calendar.
- Maintain accuracy of various materials or documents (i.e.), phone directories, attendance records, mailing/contact lists. and packets for Inquirers Class, etc.).
- Route pastoral requests on illness, deaths, etc. to appropriate groups (i.e.), Pastor, prayer chain, and Deacons.
- Perform general office duties including preparing annual office budget, maintaining office equipment, ordering supplies for office, church activities, etc.
- Distribute building keys to appropriate users and maintain key log.
- Other duties as requested.

Knowledge, Skills, and Abilities:

- Above average knowledge using a variety of software and Internet services is a **must**, (i.e.) Microsoft Suite, Google Apps, Facebook, Instagram, and Bing.
- Working knowledge of MS-Word, MS-Publisher, Canva and Mailchimp. Excel, a plus. Ability to learn new software. The church is implementing a new web-based church software called Realm.

Qualifications:

- Excellent computer and social media skills.
- Good phone skills - a cheerful and diplomatic demeanor are necessary.
- Excellent written and oral communication skills.
- Strong attention to detail and excellent grammar, typography, and proofreading skills.
- Accurate record keeping and file system organizational skills.
- Successful passage of a background check.