

Green Acres Presbyterian Church Office Administrator Job Description

Purpose: This position is that of the Church Office Administrator and is the first contact with our community and ongoing support of all staff and congregation. Therefore, this position does require confidentiality.

Accountability: The Office Administrator reports directly to and works with the Pastor

Hours: 24 hours per week: 9:00am-3pm Mon-Thursday

Salary: Hourly

Leave: 2 weeks of annual leave which includes vacation and sick leave. Requests for vacation to be made 2 weeks prior and arrangements for a substitute to the Pastor.

Evaluation: Formal evaluations are done 90 days after hire and then annually.

Qualifications:

- College graduate/Associates degree or equivalent work-related experience
 - Strong computer skills in word processing, presentations, slides, spreadsheet, etc and other areas such as Canva, Sign-Up Genius, etc.
 - Strong organizational skills and attention to detail and problem-solving
 - Strong oral and written communication skills
 - Strong skills in social media like Facebook, YouTube, Instagram
 - Basic accounting/bookkeeping procedures
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General Responsibilities:

- Assist in the preparation of bulletins, inserts, sign-up sheets and worship materials
- Maintain a filing system
- Maintain office policies and procedures
- Keep mailing lists up-to-date
- Type and prepare Annual Reports
- Take baptismal information from parents, put on calendar and prepare certificate.

- Prepare and distribute newsletters/pastoral letters as needed
- Greet visitors to the office and assist as needed
- Pick up and drop off mailings, distribute mail to staff and members
- Inventories and orders office and janitorial supplies
- Assist staff and session members with printing, mailings and correspondence as necessary
- Keep office and church calendar up to date
- Operate copier and work with copier rep to keep in good repair
- Work with committees to promote and organize events
- Attend weekly staff meetings
- Print and distribute weekly sermons as directed by pastor
- Manage our security door system and schedule doors to be unlocked for all church events and activities and for any outside organization using our facility.
- Recruit and train volunteers to help in the office as needed.

Communications Responsibilities:

- Facilitate church communication in a timely manner through phone calls, emails, texts, memos, letters, forms, and the Friday email.
- Update welcome center screens weekly
- Prepare PowerPoint slides for worship and announcements.

Social Media Responsibilities:

- Update and maintain the website weekly, or as needed, with service information, announcements, committees, individual ministry pages, and calendar updates
- Maintain Facebook page, You Tube, Instagram and other media and create events as needed.

Financial Responsibilities:

- Keep record of and send notifications of memorial gifts to family and givers
- Maintain record keeping for all donations/contributions using Servant Keeper
- Print financial information and quarterly reports
- Print weekly online giving report
- Assist with stewardship and maintaining of pledge information

Please send resumes to: personnel@greenacrespc.org

For additional information, please contact:

Beth Hilkerbaumer, Pastor

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