

POSITION OPEN

Part-time Office and Communications Supervisor (25-30 hours a week)

Beulah Presbyterian Church

2500 McCrady Road, Pittsburgh 15235

Is responsible for oversight of the office, church communications, and facility use at Beulah Presbyterian Church. This includes producing the worship bulletins and communication for weekly and special services, and funerals. Directs the workflow and supervises the office volunteers. Support pastor and staff administratively in the work of an active church with multiple ministries.

Minimum of 3 years of administrative experience in a mid-size or large church. Candidates with strong experience in leadership positions in their faith community who also have at least three years of administrative experience in an office environment may be considered.

Prior supervisory experience in coordinating the work of others preferred.

Must be proficient in Microsoft Office (Word, Excel, Publisher, and Outlook), church member management software and website management. Must be a self-starter and have graphic design and editing skills. Good communication and customer service skills are important, and generally the ability to work well with others. Able to manage multiple tasks to meet strict deadlines.

Act 33/34 and FBI Clearances required, fees to be paid by church. Must be able to demonstrate a faith commitment.

Send resume with cover letter stating your interest in this position and a summary of your qualifications to churchoffice@beulahpresby.org.

October 27, 2019