



Administrative Support Specialist (15 hrs/wk)

The Open Door Church and Garfield Community Farm are seeking to hire an experienced administrative support staff member to join our team. We're looking for someone who is a proactive, self-starter and doesn't mind working on their own. This is not a "front-facing" position, the church and farm do not have a reception desk or phone, the candidate will be expected to work remotely, but will have access to the Church's office space for supply storage, printing, and mail distribution.

Responsibilities will include the following for both the Church and the farm:

- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Manage and maintain IT infrastructure for the staff
- Manage websites--making changes, troubleshooting, etc.
- Identify opportunities for process and office management improvements, and design and implement new systems
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
- Manage relationship with ownership of office and worship space
- Manage schedule of office use with staff and ministry partners
- Produce weekly communications such as the worship bulletin, Powerpoint announcement slides, bi-weekly email newsletter, and special announcements as needed
- Produce marketing materials as needed
- Assist the Garfield Community Farm staff and Advisory Board in maintaining community partner and communications database
- Assist Pastoral staff in coordinating, communicating with, and recruiting volunteers for worship related tasks
- Assist the Clerk of Session with reporting to the Pittsburgh Presbytery and periodic data entry related to the Rolls and Registers
- Assist the Chair of the Personnel Committee and Head of Staff with processing paperwork for new hires

Position requirements:

- Proficiency with Microsoft Office
- Proficiency with Google Suite and applications

- Knowledge of platform Squarespace and able to provide troubleshooting
- Ability to problem solve, particularly as the work is done without immediate supervision
- Excellent time management and some flexibility
- Excellent communication skills

Compensation will be \$14-16 per hour for 15 hours a week. *This position is currently temporary for 9 months, with the possibility of becoming permanent. The hire will be notified in month 6 of employment as to whether this would become a permanent position.*

To apply, send resume and cover letter to darwin.jessa@gmail.com by March 15th, 2020.