

Sharon Community Presbyterian Church
522 Carnot Road
Moon Township, Pa. 15108

Position Title: Church Administrator
Reports to: Pastor, Head of Staff
Status: Salaried, non-exempt position
Compensation: Salary Negotiable Based on Skills and Experience
Hours: 24-28 hours per/week

Position Overview

The Church Administrator manages the day to day operations of the church office, church publications and supports the Pastor and Committee Chairs in the mission and ministry of Sharon Community Presbyterian Church.

Responsibilities

1. Provide Administrative Support to the Pastor and Staff
2. Manage Front Office and Volunteers
3. Provide Office Administration
4. Produce Church Communications and Publications
5. Manage Office Equipment and Technology
6. Manage Church Calendar and Schedule Building Usage
7. Provide Administrative Support to the Clerk of Session, Committee Chairs, Moderator of Deacons, and other church groups.

Professional Qualifications

- Experience managing an office environment.
- Strong organizational skills; ability to prioritize work and ensure deadlines are met.
- Proficiency with computer systems, word processing, web-based and digital platforms such as, Microsoft Office, Outlook and database experience.
- Digital design and/or Publisher experience strongly desired; ability to design print and digital content for church publications—mailings, newsletters, web content, presentations, etc....
- Willing to work with volunteers and handle multiple tasks.
- Must pay particular attention to details and follow up on any delegated tasks.

Personal Qualifications

- Professional, welcoming presence who cares for all people.
- Strong interpersonal and communication skills.
- Self-starter and ability to work independently.
- Willingness to learn.
- Conscious of the need for confidentiality.
- Must pass all state and federal required background checks and clearances.

**Contact Information – Interested candidates may send a resume by mail to the church
Attn: Personnel Chair, Dick Shirra or email directly to Dick Shirra at shirras@comcast.net**