

Wexford Community Presbyterian Church

Wexford, PA

Job Title – Office Administrator;

Part Time – five days a week; approximately 25 hours per week

Job Summary – The Office Administrator is responsible for general office functions including communications, record keeping, publications, maintaining church calendar, managing website, monitoring building access, coordinating building usage, and supporting staff, leadership and members as needed.

Qualifications:

- Possess strong Christian faith and desire to use God-given gifts relevant to this position.
- Dependable with high integrity and confidentiality.
- Personable and good communicator.
- Able to work independently, multi-task and detail oriented.
- Proficient with computer and church software.
- Willingness to be flexible with scheduling and tasks.
- Experience is preferred but not required.

Duties:

- Manage phone calls, emails and mail.
- Produce and distribute church communications/publications including Sunday bulletins, weekly email newsletter, special emails/mailings and reports.
- Update and maintain electronic media and website.
- Maintain physical and on-line church calendar.
- Record financial giving and deposit information and work with financial volunteers.
- Update and maintain electronic and physical records and databases.
- Monitor main door access and coordinate building usage by staff, congregants and outside parties.
- Oversee copier usage and maintenance.
- Other duties as assigned or requested by staff and church leadership.

Compensation – Hourly rate is negotiable based on skills and experience.

Job Opening Date – The position is currently open.

Contact Information – Interested candidates may send a resume by mail or email to:

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