

Position Description: Office Administrator

Calvary Presbyterian Church
140 Ridgedale Ave, Florham Park, NJ 07932
973-377-4837
calpresfp@verizon.net

Purpose: The Office Administrator handles all office related correspondence, produces bulletins for worship services (weekly and occasional), processes donations and payment vouchers, and coordinates the use of church facilities.

Accountability: The Office Administrator reports directly to the Pastor. The Administrative Committee of the Session oversees the annual review process, compensation and changes to the job description.

Specific Duties:

- To provide reception services in the Church Office during weekday hours and present a positive image to those who contact the church by phone and in person.
- To manage the church email account and distribute weekly worship bulletin, monthly newsletter, and other correspondence as needed.
- To pick up, sort, and process the daily mail.
- Answer phone and check voicemail messages.
- To produce and copy the bulletin for weekly services and special occasions (e.g. funerals, Holy Week services, Christmas).
- Copy and mail correspondence as needed.
- To act as financial secretary, processing donations, and preparing vouchers for invoices and reimbursements to be paid by the church treasurer.
- Keep accurate church records, including membership, baptismal, marriage, memorial garden, special mailing lists, etc. through the ServantKeeper software.
- To maintain up-to-date information on the church website.
- To assist with church social media accounts (Facebook.)
- To prepare and distribute a monthly packet of committee reports for session meetings.
- To maintain an appropriate inventory of office and cleaning supplies and to ensure that office equipment is properly maintained.
- To maintain the master calendar and schedule the use of church facilities in coordination with the Custodian. This includes the scheduling of weddings, funerals as well as various other building use requests, and handling burial/interment requests for the Memorial Garden.
- Willingness to learn new processes and software as needed.

Skills:

Experience in the following software and social media sites is helpful, though not required: MailChimp, Apple/Google/Microsoft Office Suites, FaceBook, Youtube, Canva, QuickBooks, ServantKeeper.

Strong verbal and written skills.

Education: HS Diploma/Equivalent Required; Associate or Bachelor's Degree Preferred.

Environment: Church office. Typical work hours: three hour blocks per day Monday – Thursday. Beginning hourly rate: \$20