

**Church Office Administrator  
Job Description and Requirements  
First Presbyterian Church Haddonfield**

**Overview:** Provides administrative and communications support to the church staff, church boards and to the congregation as a whole

**Reports to:** Senior Pastor/Head of Staff

**Schedule & Hours:** This is an on-location position with a scheduled 28 hours per week. It could be a schedule of four 7- hour days or five 5.5 hour days, whichever is most suitable to the successful candidate.

**Skills and Attributes required:**

- Has excellent interpersonal skills and a welcoming presence.
- Proficient in the use of computers, websites, social media and other technology.
- Experience in (or ability to learn) Google Docs, Word and Excel, Apple Pages and Apple Mac computers in some combination
- Well-organized. Has strong multi-tasking experience and attention to detail
- Proficient writing, editing and proof-reading skills
- Experience with Photoshop or Canva and with website maintenance preferred
- Takes initiative on projects and assignments with ownership and follow-through
- Operates at the highest level of ethics and integrity. Handles confidential information appropriately.
- Seeks out opportunities to relieve the Pastors of administrative work

**Administrative Responsibilities**

- Supports the administrative needs of the Senior Pastor and Associate Pastor
- Is the first point of contact for the church's incoming calls
- Answers members' questions and fills their requests.
- Maintains the database of church members and contacts
- Annually updates the Member Care Lists for Elders and Deacons in coordination with the Associate Pastor

**Communications Responsibilities - Oversees and publishes church publications**

- Gathers/receives information from staff, committees or members that should be shared. This includes:
  - Writes and publishes Bulletins and Announcements for Weekly Worship, special services and funerals.
  - Writes and publishes Weekly Email News to the congregation via MailChimp along with emails detailing upcoming events or other important information
  - Creates content on the church website and ensures the site is up to date
  - Contributes to the church's presence on Facebook in conjunction with the Pastors and the Communications Committee

**Other Responsibilities:**

- Prepares letters, copies, information packets, certificates and other publications for Pastors, Clerk of Session and Committee Chairs
- Maintains records and orders plaques for the Memorial Garden and Memorial Tree.
- Other duties as required

Final - May 25, 2023