Job Opening

OFFICE ADMINISTRATOR-Part Time

BOWER HILL COMMUNITY CHURCH, PRESBYTERIAN (U.S.A.)

70 MOFFETT STREET

PITTSBURGH (MOUNT LEBANON), PA 15243

412-561-4114

Contact: Rev. Brian Snyder

Purpose: Provide administrative and secretarial support for the church’s mission, Pastor(s), staff, Session, Board of Deacons and members of the congregation.

Responsibilities:

* Serve as first point of contact for the church in a friendly, warm, helpful and efficient manner. Answer phones, greet and assist visitors, respond to inquiries and be of service to members as well as outside groups.
* Maintain the church master calendar. Coordinate and clear dates for groups, persons and activities. Prepare calendar for monthly newsletter and update weekly calendar for Sunday worship bulletin.
* Prepare, compose and print the weekly worship bulletins. Obtain worship program from the pastor, update concerns list, gather and coordinate information and announcements of programs and events.
* Prepare and compose the monthly newsletter. Solicit articles from appropriate sources. Edit submitted articles for clarity, grammar and punctuation. Employ computer programs and graphics to design and lay out the publication. Arrange for printing and mailing.
* Maintain official church documents such as the minutes of Session and Congregational Meetings and the church membership rolls in accordance with Presbyterian Church (U.S.A.) standards. Maintain church membership computer database records and periodically generate a printed church directory.
* Compile, produce and distribute packets for Session meetings. Work with Moderator (Pastor) and Clerk of Session to assure accuracy and timeliness.
* Work with staff to compile, produce and distribute the annual church report to the congregation, based on annual reports and information submitted by staff, Session committees and Clerk of Session.
* Assist Pastor as requested and required with secretarial and administrative initiatives and skills. Included in this area are sending a mass weekly email describing the next worship service, updating joys and concerns list (working with the Deacons), creating flyers and memos, copying, printing, sending mailings, sending reminder letters and worship materials to worship leaders, etc.
* Assist individuals and groups in preparing Building Use Requests, insert completed requests in the Session packet and inform requesters of Session's decision. Inform cleaning service of church events to avoid conflicts where necessary.
* Purchase church supplies including office, kitchen, bathroom and cleaning supplies based on requests from appropriate Session committees (e.g. Parish Life – kitchen, Building and Grounds – bathroom and cleaning). These committees are responsible for monitoring inventory and managing supplies. Work with maintenance vendors to resolve problems with office equipment.
* Recruit and manage volunteers as needed to supplement office work such as folding and collating Sunday worship bulletins, collating and addressing the monthly church newsletter, and substituting for the Office Administrator when absent.
* Generally provide for an attractive and efficient office environment. Sort and distribute mail, create and maintain hallway greeting signs and bulletin boards, handle bulk mailings (i.e., youth group mailings), acknowledge memorial contributions, fill out postal forms, etc.

Relationships: Functionally accountable to the senior pastor as Head of Staff, and organizationally to the Session through the Administration and Personnel Committee.

Specific Qualifications:

All staff members are responsible for faithfully reflecting the Good News of Jesus Christ, for effective and authentic communication within the congregation, for being responsive to the congregation, and for serving in their particular work as a resource in the mission and program of the congregation. Additional qualifications are:

* Maturity and the ability to relate well to all ages, to listen and to communicate.
* Ability to analyze and determine needs as they develop and plan solutions.
* Sensitivity to the diversity, pluralism and growth of the Church.
* Ability to function as a member of a staff team and relate well to volunteers.
* Computer skills involving Microsoft word processing, publication design and spreadsheet software as well as database maintenance.
* Skill and precision in use of the English language.
* Understanding and commitment to the mission of Bower Hill Community Church.
* An attitude of helpfulness, friendliness and compassion.
* Willingness to be vaccinated for Coronavirus.

Terms of Employment:

This is a part time position – 30 hours per week

Hours: Monday through Friday, 6 hours per day

Normal office hours to be determined by the senior pastor

(9:00am – 3:00pm typical)