

Communications and Office Manager at Sampson's Mills Presbyterian Church

Part-Time (approximately 20 hours per week)

Job Position Summary: *Effectively manage the communications within the church community, church leadership and to the broader community. Provide administrative services for the pastor, church staff, lay leadership and church organizations. Provide financial duties related to but not limited to payroll, data entry of receivables and payables and running monthly, quarterly and yearly financial reports.*

Responsibilities

1. Prepare, process and proofread all church communications so to effectively and creatively communicate the mission and vision of Sampson's Mills Church via correspondences within the congregation and the community at-large, prayer requests, constant contact emails, weekly bulletins and power points for worship, monthly church newsletters, advertisements, etc.
2. Maintain and update the church's online presence via the website, Facebook page, other social media and constant contact in a way that maximizes information outreach.
3. General office activities such as welcoming visitors, answering the phone, fielding requests from leadership and members, completing printings and mailings, purchasing office supplies and maintaining office equipment and working as a member of staff, including the weekly staff meeting.
4. Maintain church calendar and process building requests and rentals.
5. Filing/Archiving/Maintenance of Records in collaboration with the Clerk of Session.
6. Minimal Financial Responsibilities such as maintaining payroll records, data entry of receivables and payables, issue monthly budget reports and balance sheets, run and provide quarterly giving statements, maintain the monthly balance sheet, assist weekly counters with needed supplies, work in conjunction with the Church Treasurer to complete financial tasks and resource the Stewardship and Finance Team as requested.
7. When needed and as requested, to perform duties and services as directed by the Pastor.

Job Requirements

Because of the unique and important role that the Communications and Office Manager plays in the life of the congregation, certain qualities are essential. These include the following – a caring and positive attitude, strict confidentiality, the ability to communicate effectively, share information and use discretion, to handle complaints, solve problems, to be a team player with all members of the church staff, and to be accessible, welcoming and flexible with the congregation and the community.

Additionally, the Communications and Office Manager should at least a high school diploma or equivalent, communications and general office experience and proficiency in using computer software and technology, especially the Microsoft Suite of Products, and/or equivalents.

Relationships

The Communications and Office Manager will work together with the church staff and resource the Stewardship and Finance Team, is supervised by the Pastor and supported by the Personnel Committee.

Hours and Compensation

This position is a part-time position of approximately 20-25 hours per week with required, core hours of 10 am to 2 pm Monday – Friday. Salary is negotiable starting at \$17/hour.

Vacation and Sick Leave:

This position will have two weeks of paid time off as vacation/personal time. Due to the part-time nature of this position, there is no sick leave, but hours can be flexed in light of illness with approval by the Head of Staff/Pastor. Pre-determined paid holidays, leave policies and bereavement leave are identified in the Personnel Manual.

To Apply

Please send your resume for consideration to Pastor Jessica at pastorjessica@sampsonsmills.org. This position will begin in January 2022.