

## **FIRST PRESBYTERIAN CHURCH**

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659 State Street

Holland, Michigan 49423

### **OFFICE ADMINISTRATOR**

#### **Purpose/Summary Statement:**

The purpose of this position is to provide communication, information and record keeping for the church with a spirit of hospitality. As the primary contact for the church, this person will enjoy interacting with the public and working with a wide variety of employees and church members in a faith environment. They will be comfortable multi-tasking and working both independently and collaboratively. They are detail oriented, organized, flexible and anticipate the needs of the church.

#### **Reports To:** Head of Staff

**Hours of Work:** 30 hours a week (five days) ex. 9am-3pm

#### **Essential Functions & Responsibilities:**

- Provide administrative support to members, staff and visitors
- Serve as receptionist in-person, phone and online
- Maintain church calendar, manage use of facility, schedule events and Zoom meetings
- Coordinate and train volunteers, in-person and via volunteer handbook
- Revise, format, proofread and print documents, bulletins and other materials.
- Coordinate, prepare and send data reports and mailings
- Order church supplies and maintain inventory, in accordance of budget
- Organize office and office files, in-person and online
- Update database with attendance and congregant information
- Communicate with vendors, including reviewing and negotiating their contracts
- Perform other duties and special projects as needed
- Adhere to the Child & Youth Protection Policy

#### **Job Requirements:**

- Minimum of at least 1-2 years of administrative experience preferred
- Excellent communication and interpersonal skills in-person, in writing and over the phone/video
- Proficient in Microsoft Office and database software
- Skilled in computer and office equipment, including the ability to troubleshoot and support users
- Absolute confidentiality regarding all church business and information

#### **Evaluation:**

Performance in this position will be reviewed annually by the Head of Staff with input from the Personnel Council based on this job description and specific annual goals.

Date: November 2021

Reviewed by:

Head of Staff

Personnel Council

Session