**East Woods Presbyterian Church - EWPC**

**Job Description**

**Title:** Interim Church Administrator

**Commitment:** 16 hours per week (M-Th, 10 – 2 or T-F, 10 – 2)

**Compensation:** $17 - $19 per hour depending on experience

**Purpose:** To provide secretarial and administrative services in support of the staff and congregation of East Woods Presbyterian Church.

**ACCOUNTABILITY:** This position is accountable to the Pastor as Head of Staff and the Session through the Personnel Committee of the Session.

**QUALIFICATIONS:** Ideally the candidate will have exceptional communication skills, proficiency in MS Office (i.e., Word and Publisher), team player, multi-tasker, resourceful, good problem solver, and good organizational and time management skills.

**RESPONSIBILITIES**

**Church Office**

* Serve as the front office administrator and receptionist, greeting people and answering phones.
* Collaborate with other church staff members and volunteer leaders to prepare and provide church bulletins, printed and electronic correspondence, and reports.
* Maintain an interfaced, online master calendar (currently Google Calendar) for coordinating and scheduling church events and use of the church facilities.
* Develop and maintain proficiency with modern office equipment and computer software.
* Perform secretarial work as requested for church-related staff and volunteer needs.
* Assure proper maintenance and records of office equipment.
* Ensure proper inventory of church office supplies and order when necessary.
* Maintain the cleanliness and organization of the Administrator’s Office and church office workroom.
* Other duties as may be assigned periodically.

**Church Membership and Communication**

* Collaborate with Session leaders to ensure that East Woods’ registers and records are kept current.
* Maintain an up-to-date membership database and mailing list (currently on Servant Keeper).
* Distribute print and electronic communications by request or on scheduled deadlines.
* Disseminate and make available up-to-date print and electronic versions of the Church Directory from the database.
* Manage certificates for milestone church events.
* Maintain the information resources for classes and church promotions.
* Keep the name tags and name tag rack up-to-date to reflect congregational participation.

**Web and Social Media Management**

* Create and disseminate weekly eNews (currently by Mailchimp) and, by request, special electronic messages.
* Manage the integration of electronic mailing lists with the church database (currently Servant Keeper).
* Manage church-related media and content on the East Woods website (currently on the Clover Site platform) on a weekly basis.
* Assist in managing church-related content and boosting church events on the church’s Facebook and social media pages.

**RELATIONSHIPS**

* The Church Administrator is accountable to the Pastor as Head of Staff and works with the Pastor, other paid staff, and church volunteer-leaders in the performance of administrative duties.
* The Church Administrator is subject to the oversight and direction of the Pastor and Personnel Committee.
* The Church Administrator works with the Church Treasurer in the area of financial duties.

**Evaluation:** A Probationary Performance Review will take place three to six months after the start date. An Annual Performance Review will take place in the fall of every year. The Reviews will normally be conducted by the Pastor and a representative from the Personnel Committee. In order to improve the overall operation of the church periodic feedback may also be given by the Pastor and/or Elders.