

**EAST WOODS PRESBYTERIAN CHURCH
16210 NE 20TH ST, VANCOUVER, WA 98684**

JOB DESCRIPTION

JOB TITLE: Church Administrator – Part-time

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

HOURLY EXPECTATIONS: 16 hours per week (M-Th, 10 a.m. to 2:00 p.m.)

COMPENSATION: \$19.50 an hour.

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

QUALIFICATIONS: The employee will have exceptional communication skills, proficiency in MS Office 365 (i.e., Word, Publisher and SharePoint), team player, multi-tasker, resourceful, good problem solver, and good organizational and time management skills. Additional knowledge of: Planning Center, CANVA, QuickBooks, and Mailchimp would be advantageous. Experience required.

RESPONSIBILITIES:

Church Office

- Serve as the front office church administrator and receptionist, greeting people, answering phones and connecting people to the resources they need for ministry.
- 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 MS365 Calendar) for coordinating and scheduling church events and use of the church facilities.
- Track maintenance of computer software/program licenses and accounts and equipment with Pacific Office Automation. (POA)
- 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.
- Open all mail and distribute it to the appropriate recipient.

Church Membership and Communication

- Collaborate with Session leaders to ensure that East Wood's registers and records are kept current.
- Support the maintenance of an up-to-date membership database and mailing list (currently in Planning Center/People, SharePoint and Mailchimp).

- Distribute electronic communications on scheduled deadlines.
- Manage certificates for milestone church and membership events.
- Maintain information resources for classes and church promotions.
- Keep the church member name tags and name tag rack up to date to reflect congregational participation. Make new name tags as requested.
- Daily; read all emails, respond and organize a timely response.
- Recruit and train office volunteers who assist with office projects.
- Read and organize all bulletin responses in a timely manner each Monday.

Web and Social Media Management

- Create and disseminate weekly Newsletter (currently by Mailchimp).
- Update church related media and content and registrations on the East Woods website. (Planning Center/Publishing/Registrations)
- Assist in managing church related content and boosting church events on the church's Facebook page.
- Maintain electronic mailing lists and groups in SharePoint.

EVALUATION: A Probationary Performance Review will take place ninety days 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. To improve the overall operation of the church, periodic feedback may also be given by the Pastor and/or Elders.

Equal Employment Opportunity Policy East Woods Presbyterian Church, Vancouver, Washington, will recruit, hire, call, train, and promote all persons in all job classifications without regard to race, creed, color, national origin, gender, age, marital status, sexual orientation, religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental, or medical disability (including non-sighted) unrelated to the ability to engage in job-related activities, or veteran status in accordance with national policy. Please call the chair of East Woods Personnel Committee for more information 360-944-5841.

Adopted by Session: October 19, 2023

Revised by Session: August 21, 2025