

First Presbyterian Church
536 Stanley Street
Orangeburg, SC, 29115

Church Administrator

In search of a competent, proactive, self-starter as Church Administrator to oversee the church's daily operations. This includes support for pastor, church staff and volunteers, managing the church's calendar of activities, ensuring efficient use of church funds, and maintaining church records. They should be tactful and a good communicator both orally and written.

The candidate should be able to handle many tasks simultaneously. They should be compassionate, productive, and an effective manager of time, and be able to work independently of close supervision.

Duties and Responsibilities:

- Have a high degree of expertise in MS Office 365 particularly Publisher, Word, Excel, PowerPoint, and the ability to quickly grasp new platforms as introduced.
- Working familiarity with Google Suite, Canva, and other internet-based solutions as needed.
- Serves as in-person and telephone receptionist.
- Manage church communications and publications including bulletins, monthly newsletters, and various other reports and communications as the need arises.
- Provide administrative support for the Pastor, Church staff, Session, and Diaconate.
- Work with Church staff and ministry teams to develop and maintain the church calendar including the coordination of outside vendors.
- Assist with Financial Operations
- Manage the church office which includes procurement and maintenance of office supplies and equipment. Arranging of maintenance and repair of equipment as needed. Receipt and distribution of mail and maintaining files and data base.

The ideal candidate should possess the following competencies:

Competencies:

- Commitment and ability to uphold confidentiality.
- Ability to deal effectively and tactfully with a wide variety of individuals – in-person, over the phone, and in writing.
- Warm, enthusiastic, and welcoming to members and guests as expected in a Christian environment.
- Ability to work well with others – including members of the staff, congregation, guests and volunteers.
- Excellent organizational skills, accuracy, and attention to detail. Must be able to manage processes.
- Versatility, flexibility, and a willingness to adapt to changing priorities.
- Excellent written communication and presentation skills.
- Commitment to excellence and high standards.

Position Type and Expected Hours of Work:

- This is a part-time position that fluctuates between 24 and 32 hours per week. The work week is Monday through Friday.

Requirements:

- Minimum of Associates Degree
- Minimum of two years' experience in responsible administrative capacity
- Successfully complete background check (state and federal)

Salary:

- Commensurate with experience

Interested candidates should forward a letter of interest and their resume to FPCOStaff@gmail.com.

NO PHONE CALLS PLEASE