**Canyon Lake Presbyterian Church**

**Job Description Church Office Administrator**

**20 Hours Per Week**

**Confidentiality Statement:** the position of Administrative Assistant must maintain absolute and total confidentiality regarding any information that might be received or entrusted in the performance of this position to include personal and business, financial and emotional confidentialities as may be received from pastoral staff, elders, deacons and/or members at large.

1. **Communication and News**
2. Preparation and Production of weekly bulletin and bulletins for seasonal services, memorial services, and other special services.
3. Prepare weekly Constant Contact email blast and additional emails as needed
4. Prepare quarterly newsletter (Hilltop Light)
5. Prepare Annual Meeting Report
6. Preparation and production of the weekly bulletin, weekly email, and monthly newsletter is an important part of the Church Office Administrator role. The position will work closely with the Pastor and Church Staff as well as the Multimedia Director to fulfill these responsibilities.
7. Update and Distribute weekly prayer list
8. Communication with Presbytery and Board of Pensions
9. Maintenance of the Church Calendar/Website/LED Sign
10. **Serve as in-person and telephone receptionist**: The Church Office Administrator is often the first person that members and guests come into contact at CLPC. The Church Administrator is expected to greet people warmly, provide assistance answering questions and directing them as needed. The Church Administrator is responsible for passing along messages to the appropriate individuals when needed. The Church Administrator is responsible for maintaining healthy boundaries and communication practices.
11. **Administrative Support**
12. Provide administrative support to pastoral staff to include assistance with correspondence, telephoning, scheduling, documents, and any other tasks to facilitate the work of the church staff
13. Provide administrative support to elders/session/deacons/committees/music program to include assistance with correspondence, telephoning, scheduling, documents, and any other tasks to facilitate the work of the church staff
14. **Management of the Church Office and Records Management**
15. Procuring, maintaining inventory, and overseeing storage of office supplies
16. Maintaining office equipment and arranging for repairs as needed
17. Receipt and distribution of mail
18. Keeping the bulletin boards current, including news of new members, birthdays/anniversaries, community events, Church calendar and announcements
19. Maintaining cloud and hard copy files and database
20. Maintain membership records/database and directory
21. Print Presbytery and Session packets
22. Oversee volunteer office workers including managing the requests for volunteers
23. Assist outside vendors and community partners (e.g. Mental Health Clinic, Weight Watchers, Lions Club, HVAC, elevator, etc.)
24. Help coordinate the scheduling and performance of maintenance and repairs with the building and ground committee.
25. Maintain office files in an orderly manner. Maintain a safe and secure area for file storage
26. Maintain personnel records including personnel files on all personnel. Maintain strict control of access to personnel records
27. Maintain and provide safe storage of all church related documents to include warranties, manuals, contracts, etc.
28. File and maintain Session minutes and committee reports
29. **Assistance with Financial Operations**The Church Administrator assists the Treasurer in the following ways:
30. Receive and distribute bills for verification
31. Receive and distribute receipts and reimbursements
32. Mailing and filing checks
33. Maintaining paid invoice files
34. Maintaining passwords and online merchant accounts
35. Maintaining records of memorial gifts and special offerings, notification and thank you notes
36. Generating and distributing financial reports
37. Generating and distributing annual giving statements

**Competencies**

The ideal candidate should possess the following competencies:

* Ability to deal effectively and tactfully with a wide variety of individuals – in person, over the phone, email, 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.
* Demonstrated high level of proficiency in MS Office Suite of Products (Word, Excel, and PowerPoint). Knowledge - or a willingness to learn - the financial operating software. Knowledge of databases and publishing software a plus. Knowledge and familiarity with social media platforms a plus also.
* Excellent organizational skills, accuracy and attention to details. 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 20 hour per week position. Work week is days/times is negotiable.

Qualified candidates can submit their resume via email: office@canyonlakepres.org