



Office Administrator

Reports to: FPC Pastor

Hours: 15 Hours Weekly

Pay Range: \$16-\$18/ hour

First Presbyterian Church of Crookston- Presenting opportunities for every person to encounter Jesus Christ through prayer, spirituality, Bible Study, Christian Education, mission and participation.

SUMMARY OF PIMARY FUNCTION

First Presbyterian Church (FPC) is seeking a high energy, passionate person to support the pastoral team in the churches work. Under the direction of the of Pastor at First Presbyterian Church and in line with the philosophy mission and goal the Office Administrator has primary responsibility to ensure the smooth operation of the First Presbyterian offices, including the flow of communication, assisting pastoral team with daily functions, social media management, and financial management.

ESSENTIAL FUNCTION & RESPONSIBILITIES

Office Administration

1. Provides general administrative support to the pastoral team as requested and helps to coordinate a variety of church initiatives/projects.
2. Greets visitors, answers phone calls, emails and supports in connecting visitors to appropriate member of pastoral team.
3. Maintains all records, documentation, and files associated with the business of the FPC and TLC.
4. Assist in coordinating and planning church events as needed.
5. Assisting to create budgets, pay bills, oversee payroll, and track and record church income from donations.
6. Handling church communications and publications, creating and distributing bulletins and newsletters.
7. Building and maintaining relationships with the congregation and community.
8. Maintains church calendar, scheduling and room assignments.
9. Manages office supplies/inventories and machines in FPC office.

10. Produces, compiles and/or maintains church business records or reports such as church or board minutes, Annual Church Report, policy and procedure manual, background check records, etc.
11. Maintains church board/committee roster, terms, and contact directory

STANDARD PERFORMANCE EXPECTATIONS

1. Maintains confidentiality of all pastoral team and congregation members information encountered.
2. Displays a positive attitude and presence; is motivated to do their best.
3. Builds professional work relationships; fosters a teamwork approach regardless of role or level of interaction.
4. Professionally interacts with co-workers and congregation members, treating everyone with respect; supports the decisions of management and contributions of others.
5. Regularly attends work as position requires; provides notice as expected when time off is requested or necessary. Is punctual for work, meetings, and appointments.
6. Produces quality work, taking the initiative to complete duties with minimal supervision. Meets expectations and deadlines, asking for clarification and guidance as needed.
7. Adapts to and supports changes made to improve systems and services. Pursues different approaches, is flexible, offers suggestions and maintains an open mind to the ideas of others.
8. Displays fluid time management skills; simultaneously works on multiple projects and duties within strict time constraints.
9. Supports the mission of FPC; is knowledgeable of, supports and promotes Church happenings.

MINIMUM REQUIREMENTS

1. Two years' experience working in an administrative support capacity, performing similar functions.
2. Outstanding interpersonal, written and verbal communication skills, and an excellent command of the English language. To include but not limited to extensive knowledge of spelling, punctuation, grammar, correspondence composition and format.
3. Two years' experience working with email, internet, and Microsoft Word and Excel software.
4. Comprehensive knowledge of business and administrative support procedures and standard office equipment operation, i.e.: copiers, printers, and fax machines.
5. Demonstrated attention to detail in composing, typing and proofing materials, establishing priorities, and meeting deadlines.

If Interested Please Contact: PastorOzaki@gmail.com