



11-13 Main Street
Franklin, NJ 07416
Phone: (973) 827-6444

The Franklin Presbyterian Church is in search of a Church Office Administrator to start as soon as possible. The position is for 10 hours per week @ \$15.00 per hour.

Expectations:

- * The Church Office Administrator shall be dependable and organized, exhibiting an interest in the work of the office, shall work well with others, demonstrate a willingness to assure responsibilities for the required and assigned tasks, display energy, flexibility, and a positive attitude.
- * It is expected that the Church Office Administrator will exercise confidentiality in all matters of a personal nature that come to the attention of the church office.
- * The Church Office Administrator is expected to have knowledge of and maintain skills for the software needed for the work of the church. Including Microsoft Office and social media programs.
- * Answer the phone, take messages and respond to emails. Inform the Pastor immediately of anyone in need of pastoral care and important matters that come up.
- * Keep a master calendar and schedule building use.
- * Notify the Sexton of special events as needed.
- * Oversee maintenance of office equipment including copier, computers, and phone systems.
- * Order office supplies as needed.

If interested please contact the church office at 973-827-6444 and please leave a message. Someone will contact you to schedule an interview.