



JOB DESCRIPTION
CHURCH ADMINISTRATOR
FIRST PRESBYTERIAN CHURCH OF ANAHEIM

MISSION: Coordinate administrative functions of the church.

ACCOUNTABILITY: To the Pastor [Head of Staff]

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Manage work in the office.**
 - Coordinate all communications coming into the church office, including mail, email and phone messages.
 - Provide secretarial and administrative support to the Pastor/Head of Staff.
 - Prepare and distribute regular communication such as weekly bulletin news insert, E-News (Constant Contact) emails and other congregational communications as directed by the Pastor, and update church's website as needed.
 - Oversee digital marketing and social media accounts.
 - Order office supplies and equipment.
 - Prepare and send church correspondence (ie. Visitors, newcomers, homebound, letters of transfer, etc.)

- 2. Cooperate with the pastor while preparing for worship each week:**
 - Produce and print Orders of Worship and create PowerPoints including wedding and funeral.
 - Coordinate the flower chart.

- 3. Work with Clerk of Session to set up and maintain all membership files and records (except financial records)**
 - Maintain and update church directory.
 - Complete new member records and certificates, baptismal records and certificates, ordination records and certificates, and wedding records.
 - Keep updated mailing lists and prepare mailing labels as requested by Head of Staff.
 - Maintain a list of prayer requests.
 - Assist the Clerk to prepare Session minutes for annual review by Presbytery and assist with the annual statistical report. Edit and publish the congregation's Annual Report.

- 4. Serve as Property Manager for the entire church facility.**
 - Coordinate all facility usage, grounds, and equipment contracts under direction of Session (unless otherwise assigned).
 - Respond to requests from Property Partners for maintenance issues.
 - Create monthly invoices for Property Partners
 - Arrange for and supervise cleaning and landscaping services for the church.
 - Keep and coordinate a master program/events calendar.
 - Check out and receive all keys, keeping a record of their distribution.
 - Monitor security cameras in church area.

- 5. Additional duties**
 - Input payroll on a biweekly basis.
 - Ensure proper handling of civil and insurance documents, code compliances and a safety plan.
 - Administer approved budgets that relate to any of these duties.
 - Assist the Treasurer as needed to record and deposit income and pay invoices.

- 6. Other duties as assigned by the Head of Staff or Session.**

COMPETENCIES AND QUALIFICATIONS:

1. Proficiency in typing, MS Office Suite programs: Word, Excel & Publisher (or similar publication software).
2. Proficiency in Google Suite.
3. Familiarity with church protocol and systems and preferable, Presbyterian Polity
4. Experience developing newsletters and quality publicity
5. Ability to create e-graphics and electronic media using Canva, Constant Contact or other similar programs.
6. Ability to relate well to congregants. A caring disposition.
7. Ability to recruit and supervise volunteers and office staff
8. Ability to keep track of multiple streams of administrative detail
9. Ability to develop and maintain filing systems, both hard copy and computer
10. Experience overseeing property operations and management
11. Bookkeeping skills
12. Ability to work independently
13. Spanish language proficiency is preferred but not required.

COMPENSATION: 21.50 to 24.50 per hour DOE

RELATIONSHIPS: Works closely with church staff and volunteers; maintains confidentiality and hospitality. Coordinate work of Church Sexton, who is supervised by Property Elder and Head of Staff.

EVALUATION: Receives 30 day and 90 day reviews after initial employment and, thereafter annual employee review with Head of Staff.

TO APPLY: Email your resume and an introduction letter to anaheimfirstpresbyterian@gmail.com