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JOB OPPORTUNITY  
Church Office Administrator

Opequon Presbyterian Church in Winchester, VA seeks an experienced office administrator to fill the position of Church Office Administrator.

Duties will include:

- Administrative support for clergy, church staff, and session
- Maintain church calendar
- Manage key log
- Reception duties include answering phones and welcoming office visitors
- Collect and sort mail; send out church mailings
- Facilitate communication through church-wide emails while managing all emails that are directed to the church
- Prepare the weekly worship bulletins, monthly newsletter, and monthly session packet
- Coordinate stewardship materials and the Annual Report
- Maintain computerized and manual filing systems and archive files
- Use REALM software platform to maintain member/friend information
- Order all office supplies for the church office and staff
- Administer the Good Samaritan Fund checkbook (a discretionary outreach fund)

Requisite qualifications and skills:

- Ability to deal with highly sensitive information about church and community members; empathy, discretion and confidentiality are key for this position.
- Minimum 5-7 years previous experience as an office manager or similar position
- Minimum of Associates degree in relevant field of equivalent experience.
- Strong interpersonal & communication skills, oral and written
- Desire to support a faith-based entity through a love for God and God's people
- Proficiency in Microsoft Word, Excel and PowerPoint
- Familiarity with Management Software for non-profit organizations, Google calendar, Google Docs, and Zoom communication.

This is a 36 hour per week position, Monday-Thursday, 8:30 am-4:30 pm, Friday, 8:30 am-12:30 pm. Compensation commensurate with experience. Includes generous benefit package.

All inquiries, cover letter, and resume should be emailed to:

[office@opequonchurch.org](mailto:office@opequonchurch.org)