

Historic, Hermitage Presbyterian Church is looking for a Part-Time Church Office Administrator responsible for the overall successful functioning of the church office and its daily activities. The position requires general knowledge and experience in-office procedures, including computer and internet skills. The candidate should display the ability to communicate effectively, both written and orally. The ability to organize and administer information, and to follow through on details in a timely manner is a must.

Responsibilities include (but are not limited to):

- Support the Pastor in the preparation for Sunday services and weekday activities
- Construct and print the bulletin for weekly church services
- Gather and distribute daily mail and email
- Maintain timely communication with Pastor and identified church leadership
- Send weekly email communication to the congregation
- Email monthly Newsletter
- Coordinate and assist with special events
- Support the church Treasurer by processing invoices for payment, writing checks, setting up electronic payments, and entering payments and deposits into a spreadsheet for month end.
- Maintain membership lists and information
- Assist with the Good Samaritan ministry as needed – distributing bags of food and maintaining tracking records
- Show compassion, gentleness, and sensitivity to membership needs
- Always maintain confidentiality with leadership and member information and concerns.

Requirements:

- Previous church secretary or office administration experience is a plus
- Ability to multi-task and to successfully prioritize, while working independently, is essential
- Excellent communication skills
- Strong computer skills in Word, spreadsheets, email and internet are required
- Website experience is a plus
- Experience with ChurchTrac software a plus

This is a 20 hour per week, part-time position - Monday thru Thursday.

Pay range will be \$ 16.00 to \$ 20.00 per hour depending on skills and experience. Please submit resume to jenniferjr@aol.com