

Lake Forest Park Presbyterian Church

Job Title	Reports To	Status	Compensation	Start Date
Office Administrator	Pastor	Part-Time, up to 20 hours a week, non-exempt,	\$20/hr	ASAP

Purpose
To provide high-quality administrative support to the staff and congregation of Lake Forest Park Presbyterian Church.

Responsibilities
<ul style="list-style-type: none"> • Schedule is Monday – Thursday in office from 9am to 1pm, remaining hours on Friday may be hybrid/remote depending on the remaining work needed to be accomplished each week • Be a known, welcoming, and helpful presence to all staff, members, and visitors on campus • Answer phone and email inquiries in a timely manner • Provide administrative support to the pastor(s) and other staff as needed • Attend staff meetings and any additional meetings as directed by the Head of Staff • Oversee and execute all print and digital communication including website maintenance, digital newsletter, photocopies, social media, bulletins, posters, brochures, flyers, sign-ups, and more as requested by staff. • Complete special projects such as church directory, annual report, special mailings, etc. • Maintenance of the office space, workroom, and the reordering of supplies when necessary • Contact vendors, e.g., copy machine, heating, email, website, etc., when issues arise. • Maintain and update the church calendar and church databases • Schedule and oversee room use by church and non-church groups, key management • Retrieve and distribute mail • Provide administrative support for finance (ie. Upload bills/invoices/reimbursements to bookkeeping service) • Assist Clerk of Session with required PC(USA) statistical reports, membership rolls, worship attendance, minutes and other related tasks • Facilitate volunteer background checks as needed

Qualifications
<ul style="list-style-type: none"> • Personal commitment to Jesus Christ and openness to the Holy Spirit • At least 2 years previous office/administrative experience • Excellent interpersonal skills • Self-starter with excellent time management, organizational, and multi-tasking ability • Proficient in Microsoft Office Suite, MailChimp, Facebook and other social media • Must pass a background check and provide proof of Covid19 vaccination • Preferably a non-member of the congregation and remain a non-member for the duration of your employment or have extremely strong personal boundaries

Evaluation
Staff are reviewed annually. The Personnel Committee and Session will annually review the adequacy of compensation.