

Communications Administrator Job Description
First Presbyterian Church of North East

HOURS:

Part-time, 20 hours per week, Monday through Friday 9:00 a.m. to 1:00 p.m.

COMPENSATION: \$16.35/hour

QUALIFICATIONS:

- High School Diploma or equivalent.
- Solid, demonstrable interpersonal relationship skills and an understanding and practice of confidentiality needed in a church setting.
- Strong organizational skills.
- Able to work independently and pro-actively.
- Experienced in Microsoft Office Suite and will be willing to learn the church information software programs.
- Experience with electronic file storage and familiarity with cloud storage systems such as Google Drive or Drop Box.
- Familiarity with or a willingness to learn editing of FPCNE website and social media.
- Proficiency in the use of standard office tools (computer and keyboard, phone system, multi-function copier, etc.)
- Have excellent command of English composition, grammar, spelling and punctuation
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PURPOSE:

- The position of the Communications Administrator is a very special ministry and very important in a church setting. The person in this position is on the front lines of this ministry and is one of the first person(s) the public sees and talks to.
- The role of the Communications Administrator is to support the mission and ministry of the congregation of First Presbyterian Church of North East by assisting the pastor and the church's leadership (Session) to manage the day-to-day operations and communications of the church. Primary function is to oversee all activities of the main church office.

- This person would report directly to the Pastor and is responsible to the Session through the Personnel Committee liaison.

JOB DUTIES:

- Produce, reproduce, and collate documents for Sunday worship services, special services, congregational meetings, monthly newsletter, email, and social media publications.
- Edit church website as appropriate.
- Maintain membership directory and church registers, a master calendar and event calendars.
- Perform data entry of receipts and membership information, including weekly church attendance and communion reports.
- Answer the phone and receive visitors to the office. Maintain contact with Pastor, Session, committee chairs, Music Director, staff, presbytery office, and community members as necessary.
- Oversee the maintenance of office equipment and files, order and purchase office and maintenance supplies, worship materials as needed. Keep accurate records and organized filing system.
- Open the office and greet people who need to use the building during office hours, including church members, community members, pre-school parents, contractors and vendors.
- Maintain a key log.
- Support church boards and committees by organizing and maintaining manuals and documents and coordinating the production of meeting packets.
- Act as liaison for groups using the church building.

OTHER GENERAL EXPECTATIONS INCLUDE:

- Follow the example of Jesus Christ and promote the Mission of the First Presbyterian Church of North East
- Exhibit professionalism, demonstrated by conscientious work ethic, teaching ability and accountability.
- Work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Exercise discernment and wise judgment.
- Willing to seek new information, training, and resources as needed.
- A self-starter, good at multi-tasking and prioritizing projects.