

# Church Office Administrator Job Posting

Position Available: Church Office Administrator for Community  
Presbyterian Church of Mountainside

## Position Overview

The Office Administrator plays a pivotal role in ensuring the smooth operation of the church's administrative functions. This position is responsible for managing the day-to-day tasks of the church office; providing administrative support to the pastor and church ministries on a part-time basis; and serving as a welcoming point of contact for members, visitors, and the wider community. The successful candidate will be detail-oriented, possess excellent communication skills, and have a heart for service. This is an on-site position.

## Key Responsibilities

- **Administrative Support:** Provide comprehensive administrative assistance to the pastor, church boards (Deacons, Elders, Trustees), and committees. Prepare correspondence, reports, and documents as needed. Maintain confidentiality and discretion in all matters.
- **Office Management:** Oversee the organization and maintenance of the church office, including ordering supplies, managing records and files, and ensuring office equipment is in working order.
- **Communication:** Serve as the primary point of contact for general inquiries by phone, email, and in person. Communicate effectively and professionally with congregants, visitors, vendors, and external organizations.
- **Calendar Coordination:** Maintain the church calendar, schedule appointments, coordinate room reservations, and support the planning of events, meetings, and services.
- **Publication:** Prepare and distribute weekly bulletins, newsletters, and emails. Update the church website and social media accounts as needed.
- **Facility Management:** Liaise with vendors and service providers regarding office and facility maintenance. Help coordinate building use and access.
- **Special Projects:** Assist with special events such as community outreach initiatives as needed.

## Required Qualifications

- High school diploma or equivalent required; post-secondary education in administration, management, or a related field is an asset.
- Minimum of two years' experience in an office administration or similar role.
- Proficiency with:
  - Apple desktop and programs (Numbers, Pages), Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), and comfort with learning new software and online tools.
  - Email marketing and communications platforms (e.g., Mailchimp).
  - Church website management (e.g., Wix).
  - Collaboration tools (e.g., Google Workspace for Gmail, Calendar, Forms).
- Experience with church management software is a plus.
- Excellent written and verbal communication skills.
- Demonstrated ability to maintain confidentiality and handle sensitive information with discretion.
- Strong organizational and time-management skills, with the ability to multitask and prioritize competing demands.
- Attention to detail and accuracy in all work.
- Ability to work independently, determine priorities, multitask, and organize work area and materials.
- Ability to work collaboratively as part of a team.
- Positive attitude, flexibility, and a welcoming presence.

## Preferred Qualifications

- Familiarity with managing websites and social media platforms.
- Understanding of the unique dynamics of church ministry and congregational life.

## Personal Attributes

- Compassionate, empathetic, and able to foster a sense of community.
- Strong sense of integrity and professionalism.
- Open-minded and respectful of diversity within the congregation and community.
- Resourceful and proactive in problem-solving.
- Flexible and adaptable to changing needs and priorities.

## Work Environment & Schedule

The Office Administrator will interact with a diverse array of people, from long-term members to first-time visitors, and will have opportunities to positively impact the life of the church.

- This is a part-time, Monday-Friday position, typically requiring 20 hours per week.
- The work is on-site at the church office.
- The Office Administrator reports to the church Board of Session represented by the Personnel Committee, and is directly supervised by the Pastor.

## Compensation & Benefits

- Competitive hourly wage, \$25 to \$28 per hour, commensurate with experience and qualifications.
- Paid vacation, holidays, and sick days.
- Opportunities for professional development and training.

## Application Process

Interested candidates are invited to submit their application including:

- A current resume detailing relevant experience and qualifications.
- A cover letter explaining why you are interested in the role.
- Three professional or personal references.

Applications will be reviewed as they are received, and the position will remain open until filled. Shortlisted candidates will be contacted for an interview, which may include an in-person or virtual component. The successful applicant will be required to submit to a background check prior to hiring.

## About Our Church

We are an inclusive, friendly, encouraging, and responsive congregation seeking an experienced and dedicated Office Administrator to join our church community. Our church is committed to sharing the joy of God's love and the teachings of Jesus Christ, building strong relationships, and serving the local community with compassion and integrity. As we continue to grow and serve our members and neighbors, we are looking for a highly

organized and personable individual to manage our church office and support our ministries.

The Community Presbyterian Church of Mountainside is an Equal Opportunity Employer.

## Contact Information

For more information or to submit your application, please contact:

- Church Office: [office@cpcmountainside.org](mailto:office@cpcmountainside.org)
- (908) 232-9490
- 1459 Deer Path, Mountainside, NJ 07092