



FIRST PRESBYTERIAN CHURCH OF ELY, MN

Job Title:	Office Administrator	Supervisor(s):	Pastor - Head of Staff
Salary Range:	Commensurate with Experience	Position Type:	Part-Time (8hrs per/week)
Application Date	Applications Accepted Until Filled.		
Job Description:			
Job Brief: The Office Administrator will serve as the administrative focal point and coordinator in support of the Pastor and the members and friends of the First Presbyterian Church of Ely, MN. He/She will also be the primary communication link between the community, members and friends, and the Pastor for all issues pertaining to the life of the church.			
Skills/Qualifications: The ideal applicant for this position is a self-starter with excellent communication and interpersonal skills. We are looking for someone who is detail oriented, personable, and has a positive outlook on the life and ministry of the church. This position requires someone who can prioritize their time with little supervision. They will be self-motivated and trustworthy. A strong working knowledge of MS Office and ease with technology is a must.			
Prerequisites: <ul style="list-style-type: none">• Proven experience as an office administrator, office assistant, or relevant roll.• Outstanding communication and interpersonal abilities• Excellent organization skills.• Familiarity with office management procedures.• Excellent knowledge of MS Office including extensive use of MS Word and Excel.• Ability to troubleshoot and problem solve.• Comfortable with new technologies.• Experience with social media platforms and website maintenance is a plus.• Previous experience within a church setting will be an advantage.			
Hours: Office Schedule is negotiable at time of hire for the right candidate. It is anticipated that this job is approximately 8 hours per week and the office will be open three days per week.			
Compensation: Compensation will be offered commensurate with experience. No other benefits will apply to this position.			
Reporting and Performance Review Process: This position will report to the Pastor who will conduct a performance review annually with . Personnel Committee will receive these performance reviews and review compensation annually.			
Vacation: You may take up to 4 weeks of unpaid vacation			

Duties:

- Prepare weekly bulletins for printing
- Place Hymnal songbook numbers on board
- Assist in preparing a weekly electronic newsletter
- Assist in compiling, producing, and distributing the annual report.
- Help with and prepare bulletins for special services (wedding, funeral, etc.)
- Maintain computerized office files
- Keep paper files current and organized
- Update and maintain congregational lists including: the membership roster, email list, address labels, and Session, Deacons, and Elders.
- Pick up, sort, and distribute mail
- Check answering machine regularly, and make appropriate response.
- Keep Pastor updated on messages, hospitalized members/friends, meetings, and visitors.
- Maintain the church calendar.
- Compile and distribute Session materials, including:
Agenda, Pastor's Report, Treasurer's report; and Financial Secretary's Report.
- File Session Reports
- Assist with church mailings.
- Serve as church interface in use of building; accept and process Usage Forms, and send confirmation and guidelines to all building users.
- Distribute Keys as appropriate and maintain a list of those with keys.
- Order office supplies and material in consultation with Pastor, or Session.
- Perform other tasks as assigned or requested by Pastor.

To Apply:

Resumés may be sent to corey@elypresbyterian.org and will be accepted on an ongoing basis until the position is filled.