TRINITY PRESBYTERIAN CHURCH
Job Posting: Office Administrator

Although this position does not require any specific religious background, the ideal candidate will be comfortable working in a progressive Christian community which honors its commitment to diversity, equity and inclusion.

Purpose

- Administer the church office and provide support for staff, committees, the congregation, and the public.

Competencies

- Demonstrates empathy and good interpersonal relationship skills.
- Has the ability to maintain confidentiality.
- Possesses good written and oral communication skills.
- Is proficient in technology–including operating standard office equipment; utilizing basic word. processing, data base and cloud-based platforms; and managing website and social media.
- Has the ability to work independently and as a team member.
- Is an active learner who is comfortable initiating and adjusting to change.

Responsibilities

- Function as the first representative of the church presenting a friendly and sympathetic presence to all. Refer needs to appropriate staff and/or other resources in the community.
- Support church volunteers and staff with administrative and tech help and, when needed, training.
- Work with the Administrative Committee to coordinate office functions, develop annual office budget, and monitor expenses.
- Manage website, blog & social media and ensure all are current.
- Ensure other aspects of the communications and PR program (e.g., bulletins, newsletters, external communications) are completed on time.
- Maintain working knowledge of office equipment and software; research, recommend, and implement tech upgrades as needed.
- Research, negotiate and manage office-related contracts.
- Troubleshoot tech problems, request outside expertise as needed.
- Maintain records and databases.
- Coordinate building use.

Hours: 35/week
Salary: Commensurate with experience and qualifications, starting at $44,000.00/yr.
Benefits: Paid vacation, personal days and holidays; fully covered vision, dental and term life plans; partially covered major medical; 403(b) plan available.
Contact: Send your resume and a cover letter telling us why you are a good fit for this position to:
adminsearch@trinitypresnc.org