



# Leesburg Presbyterian Church

## Office Administrator

### Job Description

**Purpose:** To provide administrative support to the pastor and other church staff and committee chairs as needed.

**Accountability:** Accountable to the Session through the Personnel Committee and under the supervision of the Pastor as Head of Staff.

#### **Responsibilities:**

- Support, the vision, mission, ministry and core values of Leesburg Presbyterian Church
- Perform all routine general administrative duties. Including but not limited to:
  - provide typing and routine correspondence for Pastor and other staff upon request
  - answer phone and answering machine, direct calls to appropriate persons, answer questions and “problem solve” where appropriate
  - accurately write messages and direct to appropriate persons
  - review all messages/emails at the beginning of each morning, respond to inquiries as appropriate and distribute/forward to other staff/volunteers as required
  - order administrative and janitorial supplies
  - receive and distribute mail and preparing outgoing mail
  - maintain office filing system
  - ensure all office equipment is appropriately maintained
- Warmly greet all visitors and members who come into the church building.
- Maintain church membership files, mailing lists and church calendar.
- Accurately create, copy and print bulletins for weekly worship service and all other special occasions. Ensure all announcements and special inserts are included and place bulletin in narthex for Sunday services.
- Contact liturgists for each service and ensure necessary information is provided to them in a timely manner.
- Contact flower donator to obtain information for inclusion in bulletin.
- Email the bulletin to the webmaster for input on the church website.
- Develop, create and distribute monthly newsletter by deadline.
- Schedule facility usage and ensure access to building. Inform Property Committee and Pastor of new requests. Maintain a key assignment list. Inspect building after use and contact user if damages occurred. Schedule facility repairs as directed.
- Must ensure and maintain strict confidentiality.

**Relationships:** Relates to Pastor and Christian Educator as Administrative Assistant. Maintains a positive relationship with all church staff/members as well as provides administrative assistance to church committees as directed.

**Evaluations:** The head of staff in accordance with LPC policy will conduct Performance Reviews annually. The Session Personnel Committee will annually review the adequacy of compensation.

**Qualifications:** High School degree required. Two years related work experience. Possess basic office management and secretarial skills. Must be able to effectively communicate and maintain a high degree of integrity and confidentiality. Church Office management experience preferred.

**Physical Requirements:** Able to sit and type for long periods of time. Able to lift 30 pounds and able to walk stairs.

**Hours:** This is a full-time, hourly position.

**Benefits:** See LPC Personnel manual.