



First  
Presbyterian  
Church *of Sandpoint*

Seeking - part time  
“office administrator”

*Hrs: Tue-Thru 9-1pm*

*\$12/hr DOE*

for full job description visit

[www.fpcsandpoint.org](http://www.fpcsandpoint.org)

or call 263-2047

OFFICE ADMINISTRATOR - JOB DESCRIPTION

**PURPOSE:** To provide administrative assistance to the Pastor, Personnel Committee, Session, Deacons, and other Committees as requested. To maintain the church office during regular church office hours.

**ACCOUNTABILITY:** The administrative assistant is accountable to the Pastor as Head of Staff and to the Personnel Committee.

**CRITERIA:** Proficiency in word processing, Microsoft spread sheets, Office Publisher and other programs as needed to adequately track church activities. Should be able to work at a desk, answer the phone, minimal lifting, comfort with meeting/greeting public who come into the office.

**RESPONSIBILITIES:**

- 1) Fulfill assignments requested by Pastor and/or Session in an orderly, efficient and resourceful manner.
- 2) Keep files and office neat and current. Maintain all church databases in computer. Photocopy /collate all material as needed.
- 3) Maintain church calendars and church permanent records.
- 4) Manage the church office during regular church office hours. Duties include greeting visitors, answering the phone, making phone calls, checking and sorting the mail and email, relaying messages, and ordering supplies. This may also involve managing confidential information and keeping it secure.
- 5) From information supplied by the Pastor or others, prepare church bulletins, announcements, letters to the congregation, Grapevine Newsletters, etc. for mailing and/or email.
- 6) Work with the Clerk of Session to prepare the Annual Report and Annual Statistical Report.
- 7) Check the pews monthly (?weekly?) to see that pencils are in place and sharpened and other necessary supplies are in place as needed by the congregation for use.
- 8) Create vouchers for Elders to sign when requested, notify Elders when they need signature, starting with Finance Elder, but contacting other appropriate Elder if Finance Elder not available.
- 9) Order poinsettias, Easter lily's, palm branches if requested by Deacons or Worship Committee.
- 10) Interface with financial secretary of the church for data entry for church finances.
- 11) Update the church Facebook Page and Webpage, adding events, photos, blogs, calendar items, etc.

12) Be a welcoming presence to those contacting the office. This may include people who are homeless or seeking assistance, church members and friends, those inquiring for weddings, funerals, or church building rentals, and more. Make referrals as needed to help direct people to appropriate connections, while staying organized and on task with other projects amidst interruptions.

13) Other duties as assigned.

**EVALUATION:** Performance reviews will be conducted annually by the Pastor and the Personnel Committee. The Personnel Committee will review annually the adequacy of compensation

**COMPENSATION:** As an employee of the church, this part-time position involves an hourly rate. Refer to the Personnel Handbook for more details regarding holidays, sick leave, etc.