

First Presbyterian Church of Woodstock

Position Description

FPC-Woodstock Office Administrator

Updated December 21, 2021

Employment Category: Full-Time (40 hours/week)

Pay Classification: Exempt

Position Classification: Non-called

Reports To: Pastor

Takes Direction From: Pastor

Position Purpose:

Support the congregation and ministry members of First Presbyterian Church of Woodstock by:

1. Developing, maintaining, and enhancing communication processes between and among FPC-Woodstock, its staff, members, and groups.
2. Maintaining the FPC-Woodstock website, electronic communications, social media, paper communications, and interpretive materials.
3. Providing administrative and project support to the Pastor, and FPC-Woodstock entities.
4. Working with the Treasurer and participating in the FPC-Woodstock accounting process.
5. Being accessible, welcoming, and knowledgeable about programs, facilities, and all service aspects of First Presbyterian Church of Woodstock.

Position Responsibilities:

1. Work collaboratively with other staff members to maximize resources and services and support a positive work environment.
2. Facilitate FPC-Woodstock communication with its pastor, congregation members, lay leaders, and groups.
 - Serve as the primary point of contact via email or phone for general inquiries.
 - Act as webmaster and maintain content for the FPC-Woodstock website.
 - Administer FPC-Woodstock social media sites.
 - Publish and develop content for regular email newsletters and other updates.
 - Coordinate development of and maintain relevant email groups for FPC-Woodstock.
 - Coordinate and schedule in person and online meetings through platforms such as Zoom.
3. Provide administrative and project support to the Pastor, and FPC-Woodstock entities.
 - Provide administrative/support services to the Pastor and to entities of the FPC-Woodstock as directed by the Pastor.
 - Participate in scheduling and facilitating FPC-Woodstock session meetings, committee, and other group meetings as requested by session.

- Coordinate annual year-end mailing to congregations and statistical reports to the Presbytery as an assist to the clerk of session in gathering information from the church database.
 - Maintain a multi-purpose database of congregation members, friends, and visitors that can be accessed by all staff and used for mailing labels, mass emails, directory production, etc.
 - Provide project development assistance to the Pastor and other staff as requested/directed.
4. Support the Treasurer and participate in the FPC-Woodstock accounting function.
 - Register and deposit all monies received in correct accounts following defined policies and procedures, as scheduled/requested.
 - Review and prepare payable checks created for the Treasurer signature.
 - Serve as backup to Pastor to review and approve bank and investment firm accounts reconciliations provided by the Treasurer.
 - Administer payroll functions under direction of the Treasurer.
 5. Manage Office Administration
 - Pick up, distribute, and take outgoing mail to the post office as needed.
 - Manage central filing systems for the FPC-Woodstock.
 - Order basic supplies including printed materials.
 - Manage vendor relationships for office equipment such as computers and printers and other A/V inventoried devices, as well as vendors for buildings and grounds. Maintain inventory status in church database.
 6. Other
 - Serve as secretarial support to the FPC-Woodstock Session committees.
 - Participate in other aspects of First Presbyterian Church of Woodstock work as requested by the Pastor.

Position Qualifications:

- Minimum 1-2 years' experience successfully working with people and projects.
- Pleasant, respectful, and welcoming service-minded personality.
- Excellent written and oral communication skills.
- Demonstrated computer skills, including word processing, spreadsheets, publishing and presentation applications, using the internet, website content management, e-mail, and social media.
- Competent with bookkeeping procedures (deposits, record keeping, billing statements).
- Demonstrated skills with selection and use of equipment such as DVD players, projectors, copiers, etc.
- Ability to work independently, while seeking and accepting input from individuals, committees, and staff.
- Ability to take on loosely defined projects and concept ideas and develop work plans, timelines, and needed resources.
- Ability to initiate and maintain personal contacts with clergy and laypersons with diverse backgrounds, needs, and interests.
- Ability to build and maintain teams and collaborative relationships.
- Ability to drive and to lift up to 25 pounds.

FPC-Woodstock Office Administrator Job Description 2021-12-21

- Flexibility and openness in approach to accomplishing work.
- Commitment to life-long learning.
- Strong commitment to the vision of First Presbyterian Church of Woodstock and the work of non-profits in general.

Position Benefits:

- Benefits for this position are described in the First Presbyterian Church of Woodstock Personnel Manual