

# Office Administrator

## Oakland Presbyterian Church

9927 Cleveland Rd.

Clayton, NC 27520

919-934-5476

secretary@oaklandpresbyterianchurch.org

## Job Description for Ministry Position

### General Description

The office administrator works at the Church Office and reports directly to the Pastor. The job is part-time (20 hours a week). Specific daily hours will be negotiated with the Pastor. The office is closed for Federal Holidays. Salary will be determined based on experience. Performance and compensation will be reviewed annually by the personnel committee.

### Key Responsibilities

- General administration support for the Pastor and ministry team leaders.
- The design and publication of Oakland communications and documents, including weekly worship bulletins, announcement slides and emails, newsletters, and social media posts.
- Maintain membership directory and contact information via church software platform and programs.
- Manage various church calendars by fielding and initially vetting all building use requests from both Oakland ministry teams and outside organizations.
- Maintain files and equipment. Order office supplies and other resources requested by ministry team leaders.
- Receive and review invoices, prepare checks for the treasurer's signature, and mail payments.
- Work with Treasurer to close out yearend protocols.
- Answer telephones, screen calls and emails, refer callers/visitors to appropriate individuals.
- Be alert to maintenance issues and report to Property Team and coordinate outside vendors.
- *Preferred but not required:* Maintain church website updates
- Perform other duties as assigned by the Pastor or ministry team leaders.

### Requirements

- A Statement of Faith
- A passion for the local church, as God's primary tool for world renewal
- Strict confidentiality – breach of confidentiality and gossip are grounds for immediate dismissal
- Experience running a professional office
- Competent with computers, including word processing, layout, and graphics
- Proven planning, organization, and coordination skills
- *Preferred but not required:* Experience using church management software.