

Emory Presbyterian Church
Office Administrator (Part-Time)
1886 North Decatur Road, N.E. Atlanta 30307

Purpose: Emory Presbyterian Church is seeking an experienced part-time Office Administrator to manage the church office and facilities and provide support to the pastor, staff and congregation (including the lay leadership).

Responsibilities:

Office Management

- Welcoming visitors, members and staff
- Answering the phone, and responding to voicemails, emails and other correspondence in a timely matter
- Handling incoming and outgoing mail
- Keeping the church calendar up to date
- Maintaining church records and computer files
- Ordering and stocking office supplies and monitoring office equipment
- Creating and printing the church bulletin on a weekly basis, and other materials as needed
- Meeting with the pastor on a regular basis and responding to pastor requests as they arise during the week; and attending staff meetings

Financial Responsibilities

- Paying bills, preparing and tracking payroll, processing reimbursements and providing monthly budget reports
- Assisting the church treasurer and Finance Committee to ensure the church properly uses funds and meets financial obligations
- Assists the pastor with yearly enrollment with the PC(USA) Board of Pensions medical insurance plan

Manage Church Facilities

- Overseeing the maintenance and security operations of the facilities
- Working closely with the church sexton to address building issues/repairs
- Maintaining an inventory of facility supplies and equipment
- Assisting in the scheduling meetings and events; renting out building space and parking spots and enforcing policies for facility use
- Collaborating with staff, lay leadership and committees to evaluate the church's insurance needs and ensure policies remain current
- Being accessible for church tenants as the first point of contact for facility issues

Skills:

- Microsoft Word, Excel and Publishing
- Google Mail, Calendar, Google Drive and Google Forms
- ACS Software
- Quick Books
- Working knowledge and experience with office, finance and facility management
- Excellent interpersonal, problem-solving, organizational and communication abilities
- Positive attitude, calm presence, humility, flexibility and great sense of humor

Hours: 29 hours per week. M-Thursday, 9am to 4 pm (with a one-hour lunch break), Friday, 9 am to 1 pm

Contact: Please direct questions and resumes to our pastor, Rev. Andy Acton, andyactoncts@gmail.com or by phone at 404-325-4551. For more information about Emory Presbyterian, visit our website at www.emorypresbyterian.org.