

Pine Street Presbyterian Church
310 North 3rd Street, Harrisburg, PA 17101
www.pinestreet.org

**Job Description for the Position of
Office Administrator**

Position Description: The Office Administrator is responsible for the efficient and effective operation of the church's office, business relationships, and bookkeeping. The Office Administrator is under the daily supervision of the Pastor. The Office Administrator will be assisted in financial matters by the church treasurer.

General Qualifications:

- Bachelor's or associate's degree.
- Relevant experience in administration.
- Experience managing an office is preferred but not mandatory.

Specific Qualifications:

- Effective communication skills.
- Welcoming personality.
- Acceptance of theological and cultural diversity.
- Organizational skills related to office management.
- Strong administrative skills, including the ability to create and work in Word, Adobe, and Excel.
- Ability to work with volunteers.
- Ability to work as a team player.

Responsibilities:

The Office Administrator will:

- Provide administrative and secretarial services to church staff.
- Oversee the day-to-day business operations.
- Serve as the church's liaison to vendors who support operations of the church including The Foundation for Enhancing Communities, Paychex, Standard Parking, Telecom, Everound, and others as deemed necessary.
- Perform all bookkeeping functions..
- Maintain permanent church records.
- Create and post communications in a variety of formats, including Mailchimp and Facebook.
- Order supplies in support of office, staff, and church functions.
- Assume responsibility for the maintenance of office and computer equipment.
- Maintain discretion and confidentiality when working with personal and church information.
- Other reasonable duties as assigned.

Physical Demands - Work will involve moderate lifting and physical activity on occasion.

Compensation and Evaluation:

The Pastor will conduct a performance review of the Office Administrator and make recommendations concerning continuance of employment, salary and benefits, and necessary adjustments to the responsibilities of the Office Administrator.

Termination of Employment: Either the church or the Office Administrator may terminate the agreement of employment upon thirty days' written notice.

Contact: Pine Street Presbyterian Church
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