

Position Description
Administrator/Office Manager
The Presbyterian Church of Lawrenceville
April 2021

Part-time Position: 30 hours per week for Sept - June (43 weeks); 15 hours per week in July and August (9 weeks)

Vacation: 4 weeks per year (3 during July/August)

Reports to: Pastor, Head of Staff

OVERSEE AND CONDUCT ALL ASPECTS OF THE WORK OF THE CHURCH OFFICE

Responsibilities include:

- Correspondence, telephones, record-keeping, Session agendas and records, mailings, annual reports, presbytery and GA reports, office supplies, schedules, membership, reservations for staff retreats, etc.
- Maintain the church calendar, including the reserving of rooms by church and outside groups, tracking the Use of Facilities forms, and give set-ups for room usage to Facilities Coordinator, as necessary
- Maintain the database and create reports and labels as needed.
- Provide support for Pastor/ Head of Staff, such as answering correspondence, and providing other administrative support, as needed.
- Train, oversee, and assign the work of the administrative assistant(s)
- Oversee the purchase and maintenance of office equipment
- Have direct responsibility for the office line-items of the budget
- Maintain historical archives of the church, photographs, CD's, etc.
- Serve as support staff to church committees
- Maintain Personnel Records
- Oversee and handle insurance issues for Liability and Property
- Oversee the legal requirements for hiring new staff (background checks, etc.)
- Attend staff meetings and retreats