CHURCH ADMINISTRATOR, HARTFORD, CT

POSITION DESCRIPTION (Full time/Exempt)

STARTING SALARY – 60K to 70K with medical, dental and retirement benefits

Progressive Christian Church, open & affirming to LGBTQ+, committed to the city and social justice in the Hartford Asylum Hill area. www.iccucc.org

Responsibilities:

- Assist the Sr. Pastor with management of the operations of the church office, support for worship services/programs and church properties.
- Coordinate with church staff and committee members to produce church publications. This includes coordination of content from multiple sources, editing, layout and signoff. Production responsibilities include printing/assembly, electronic distribution and limited mailings.
  - Weekly Order of Service for Sunday
  - Monthly Newsletter, Annual Report
  - Programs for weddings, funerals and other special services (e.g. Ash Wednesday)
  - Baptismal and marriage certificates
- Manage the day-to-day operations in this urban-setting church office. Exhibit “extravagant welcome” philosophy in all daily interactions.
  - Telephone calls
  - Church visitors, both members as well as providing aid to visitors looking for assistance
  - Ordering supplies
  - Coordination of, and direction to Office Volunteers
- Manage church website and produce email e-blasts and website updates. Prepare updates based on news content issued in hard copy publications.
- Organize and maintain the church calendar, with all required, associated communications.
- Manage requests for space utilization, offering solutions to availability issues. Interface with building tenants on scheduling and maintenance issues.
- Coordinate the maintenance of the church database and assist church committees with updates. Perform or coordinate data entry associated with the operations of the church such as pledges, pledge fulfillment, member directory, other church records, etc. Maintain records of birth, confirmation, marriage and death of member families.
- Manage the maintenance of office equipment, utilizing appropriate resources.
- Provide assistance to the Treasurer and Board of Finance in the payment of invoices and management of financial spreadsheets.
- Provide core administrative support to program staff (Sr. Pastor, Director of Faith Formation and Director of Music) and the Church Moderator.
- Assist in the management of all events taking place in church building (contracts, communication, billing, payments, collection)
• Assist church committees with church projects and special events such as Lessons and Carols and the Silent Auction. Assist with internal and external events, including publicity, ad creation, tracking of funds, signage and merchandise purchases.

**Skills Needed:**

• Demonstrated critical thinking / problem solving aptitude
• Ability to work effectively with direction given by multiple parties
• Discretion and maintenance of confidentiality with issues of pastoral care, finances and personnel
• Experience in office management. Ability to work independently and to express confidence in offering operational suggestions to the program staff.
• Excellent MS Office skills – Word, Excel, Powerpoint
• Working knowledge of personal computers and office machines (including large copier)
• Keen organizational skills, including prioritization, workload management, handling interruptions, along with appropriate use of available resources
• Minimum of five years office administrative experience, including working effectively both solo and providing direction to volunteers. Experience in a church office setting is a plus.
• Minimum of high school diploma; Associates Degree or higher preferred
• Strong interpersonal skills (phone and in person interaction). Solid writing skills are required, especially attention to detail with emphasis on accuracy and quality.
• Ability to quickly adapt to time-intensive situations, including switching from high cognitive work to clerical, depending on the situation of the moment.