

POSITION DESCRIPTION
MINISTER OF ADMINISTRATION
FIRST PRESBYTERIAN CHURCH, CEDAR FALLS, IOWA
2022

Summary:

This individual, using current church office technology, will carry out a variety of administrative tasks and assignments to support pastor, other staff, and congregation volunteers. This is a one-person position with recurring daily, weekly, monthly, and annual activities with frequent unscheduled events requiring personal resourcefulness.

Primary Responsibilities:

- Maintain files, church records, and general organization of the office
- Operate and maintain basic office machines
- Compile and edit newsletter publication, electronic and printed
- Perform bookkeeping and payroll functions
- Manage online banking and benefits
- Prepare materials for online order of worship and projection slides for worship services
- Manage website
- Reception of visitors and outside group representatives, assessing needs, assisting and redirecting as needed to appropriate staff or resources
- Respond to requests and inquiries of church leaders, congregation, and other staff and tenant representatives. Redirect to proper person or resources as needed
- Screen financial assistance requests and direct to appropriate resources or person
- Manage digital signage and public information monitors
- Track and order supplies
- Manage scheduling of facilities, rooms and zoom meetings
- Oversight/coordination of the custodian duties and responsibilities

Skills:

- Knowledge of computer technology, church specific software applications and current office procedures
- Basic social media management
- Basic financial management
- Effective navigation of purchasing processes directly from suppliers or online

Abilities:

- Maintenance of confidentiality
- Able to work well with people
- Good communication skills
- Flexibility to respond to developing situations
- Maintain focus with interruptions
- Understanding of work as a ministry to others
- Complies with external rules, procedures and regulations
- Understanding of how to effectively work with vendors for services and supplies
- Good problem solving and knowledge of resources and referral sources

Salaried Staff Salary: Determined by Session Annually with benefits