

Atascocita Presbyterian Church
Office Administrator
Job Description
April 2025

Responsibilities:

- General office duties
 - Open and distribute mail
 - Answer phones and direct calls
 - Answer front door remotely using an Alexa / Ring Camera app
 - Monitor use of office and kitchen supplies and reorder as needed
- Communications
 - Prepare the weekly Narthex News and email to church members.
 - Prepare the weekly bulletin, post it on the church website, print and fold the copies to hand out on Sunday
 - Prepare the monthly newsletter and email/mail to church members
 - Maintain the church calendar on the website
 - Receive items to include in all of the above by email, phone and in-person
 - Find and add appropriate clip art to the bulletin and newsletter
 - Create a weekly PowerPoint slideshow of upcoming events
 - Update information on the outdoor sign
 - Maintain attendance pads and add pages as needed
 - Process reservations received at rsvp@apchumble.org
- Special projects
 - Prepare, print and distribute brochures, pledge cards and posters for fund raising campaigns and other events
 - Prepare Annual Report.
 - Update information included in the officer training manuals, and distribute to the officers
 - Assist the church committees with preparing materials for their projects
- Other duties
 - Advise the church officers of needed maintenance to facilities and equipment
 - Assist in finding, hiring and overseeing the cleaning service contractor
 - Other duties as required from time to time

Skills needed:

- Experience working with computer programs such as MS Word and PowerPoint
- Ability to learn to use other computer programs
- Good interpersonal communication skills for interacting with staff, church members and visitors
- Proficient writing skills