

## **JOB POSTING**

Office Administrator/Office Manager  
First Congregational Church, Canandaigua, NY  
35 hours (\$36,400-\$42,000)

### **About The First Congregational Church:**

We're a different kind of church...

We value and respect diversity in the ways we express our faith. We enjoy thoughtful dialogue about faith issues.

We encourage each other to work for justice and to care for people in need in our community and in our world.

At the First Congregational Church, we know God is still speaking. We are a faith community of thoughtful, compassionate people who are open to diversity and committed to caring!

**The Office Administrator maintains the daily activities in our church office. Characteristics for this individual and this position include:**

### **Desired Attributes:**

Dedication to serving others; ability to maintain confidentiality; high ethical and professional standards; trustworthy and honest; non-judgmental; compassionate; works well independently; careful, systematic, and organized; courteous, personable, and easily approachable.

**Technical Requirements:** Must have strong proficiency with Microsoft Office, specifically Word, Excel and PowerPoint. General use of Facebook, YouTube and website updates. Comfortable with using new technology. Experience using Dropbox and other tools to work remotely.

**Work environment:** Reports to the Pastor but works directly with individuals within the church and larger community. In the absence of the Pastor, reports to the chair of the Trustees.

**Hours and Benefits:** Preferred hours are 9am to 4:30pm, 35 hours a week. Accrued paid time off and usual holidays. Salary is commensurate with experience. The church will pay a percentage of the premium for a single individual with a group health insurance plan approved by the church.

### **General Office Activities**

- Greet and receive those who come to the church to see the Pastor, Director of Christian Education, other staff, or those needing assistance from the church office.
- Maintain personal, written, email, and telephone communication with members, friends, and visitors to the church.
- Serve as first point of contact for telephone calls; direct phone calls to other staff.
- Receive and distribute the mail daily.
- Arrange maintenance for equipment in the church office, including computers, printers, copiers, telephones, and other office equipment.
- Respond to all email received in general church email box.

### **Finance Related**

- Maintain confidentiality of personal financial information.
- Use Church Windows (database software) to keep the record of all contributions and other receipts, complete all deposits, send contributors' quarterly statements.
- Mail checks prepared for payments by the Church Treasurer, file paid bills, and work with the Treasurer on other financial matters.
- Oversee and reconcile the petty cash account and bulk mailing account.

### **Documents/Word Processing**

- Produce the weekly bulletin, the monthly newsletter, and other written materials.
- Create the weekly PowerPoint slides for use with the church live stream worship and hymn sings.

### **Public Image/Website/Social Media**

- Maintain the church's website and YouTube channel.
- Create website postings for all events and church activities.
- Post quotes, pictures, and events on Facebook page.

### **Membership**

- Protect confidentiality of members' personal information.
- Maintain address changes, family additions, and new member entries in Church Windows.

### **Building**

- Manage the scheduling and use of the building by groups and prepare the Building Use Agreements for outside groups.
- Maintain supplies for bathroom and kitchen.
- Order office materials and cleaning supplies needed for the day-to-day operations of the church.
- Ensure common areas, social rooms, library, and displays are clean and organized.

**Perform other duties as assigned.**

**No calls please. All interested candidates MUST submit a cover letter and resume for consideration to: [office@canandaiguachurch.org](mailto:office@canandaiguachurch.org) by October 1, 2021.**

For additional information, please visit [canandaiguachurch.org](http://canandaiguachurch.org).