

Seekonk Congregational Church
600 Fall River Avenue
Seekonk, MA 02771
508-336-9355

Church Office Administrator Employment Posting

Job Brief

The Seekonk Congregational Church is seeking an Office Administrator to assist our organization operate as efficiently as possible. Responsibilities of our church Office Administrator's include, but not limited to, keeping accurate financial records, overseeing volunteers, and managing the church's schedule of events. The candidate must have a proactive attitude, attention to detail, and a willingness to assist with church administration. The Office Administrator will act as a liaison among various church groups, manage church resources efficiently, and maintain an organized environment conducive to worship and fellowship. Members of Seekonk Congregational church UCC are not eligible to apply for this position.

Responsibilities

- Overseeing the daily operations of the church office and facilities.
- Managing the church calendar.
- Ensuring effective communication within the church staff, congregational members, and external contacts.
- Providing administrative support for the Pastor, Church Staff, boards/committees.
- Maintaining church member records and databases.
- Preparing and production of weekly bulletins, monthly newsletters, and annual reports.
- Facilitating church communications including in-person, telephone interactions, and electronic messaging.
- Assisting with financial operations.
- Procuring, maintaining inventory, and overseeing storage of office supplies.
- Maintaining office equipment and arranging for repairs, as needed.
- Assisting outside vendors and helping coordinate the scheduling and performance of inspections, maintenance, and repairs.

Competencies

- Ability to deal effectively and tactfully with a wide variety of individuals in person, over the phone, and in writing.
- Ability to work well with others.
- Demonstrated proficiency in MS Office Suite of Products. Knowledge, or a willingness to learn, the operating software, Church Windows.
- Competence in financial management, bookkeeping, and budgeting.
- Ability to keep confidential and sensitive information.

Required Education and Experience

- A minimum of ***two*** years of administrative experience, preferably within a church or non-profit setting.
- Relevant training and/or certifications as a church Office Administrator.
- ***Minimum high school or GED.***

Expected Hours of Work

16 hours per week, minimum of 4 days in the office per week

Send resume and letter of interest to Stacy Inman, Seekonk Congregational Church, 600 Fall River Avenue, Seekonk, Massachusetts, 02771, or email her, StacyInman037@gmail.com