OFFICE MANAGER, PART-TIME
ST. ANDREW PRESBYTERIAN CHURCH, DENTON

St. Andrew is looking for a part-time office manager who is a self-starter, with good organizational and time management skills, experienced with MS Office, especially Word, Outlook, and Excel, and with good internet skills. Ability to work well with both paid staff and congregation members, committee moderators also vital.

Experience: Three+ years administrative experience as an office manager, with knowledge of and experience using and maintaining a membership database system such as Church Windows. Some college education preferred.

Primary Responsibilities

- Manage member and visitor records in church database system, including making queries, pulling lists such as address lists, class rolls based on age, handling other queries and reporting as needed.
- Perform such routine office procedures as:
  - maintain the facility and event calendar for congregation and other campus users
  - do filing and records maintenance for church members, employees (paper system)
  - help develop financial administrative procedures with financial secretary
  - handle incoming and outgoing mail
  - handle phone calls, field inquiries
  - perform routine background checks on volunteers, new employees
  - handle routine printer and printing and scanning needs and requests
  - provide pastoral staff with administrative assistance as needed, including knowledge of or willingness to learn PC(USA)'s Presbytery and Central Services procedures and records maintenance
  - develop office procedures for matters such as acknowledging memorial gifts, keeping columbarium records, working with wedding coordinator, etc.
  - order and keep track of office supplies
- Perform other duties as assigned.

Hours: Twenty hours a week, from 1:00-5:00pm, Monday-Friday
Salary: unknown
Send Resume to: Lou Korom, lou@saint-andrew.com

ST. ANDREW PRESBYTERIAN CHURCH
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