

Seeking Part-time Office Administrator

The Fanwood Presbyterian Church, a loving, gracious, and supportive community of 300 members, is seeking a part-time Office Administrator to work 20 hours per week. Salary will be commensurate with experience and qualifications. Please send your resume to Pastor David Jahnke at dpjahnke@gmail.com

Key responsibilities include but are not limited to:

- Basic accounts payable experience (reconcile invoices and create vouchers for payment)
- Serve as first point of contact and office manager during office hours
- Manage office equipment and handles ordering of supplies
- Pick up mail and distribute or process as needed
- Create and distribute church communications, including bulletins, slides, and newsletters
- Maintain membership database and directories (CMS software)
- Monitor building condition and report issues
- Provide general support to pastor, staff, and congregation

Requirements:

- 3+ years of general office management experience
- Basic accounts payable experience (reconcile invoices and create vouchers for payment)
- Proficiency with Microsoft Word, Outlook, Excel, and Powerpoint, E-mail and web searches
- Experience with Media Shout is a plus (church-specific program similar to Powerpoint)
- Customer service oriented
- Ability to set priorities and complete tasks in a proactive and timely manner.
- Person of faith