

St. Mark's Presbyterian Church
Tucson, Arizona

Church Administrator

The Church Administrator is a part-time position, averaging 20 hours per week (during office hours Monday-Thursday). Annual compensation is \$14,500 to \$17,000, depending on experience.

Please submit your resume and cover letter via email by Friday September 29, 2017 to The Rev. Bart Smith, pastorbartsmith@gmail.com. Please enter "Church Administrator" in the subject line.

SUMMARY: The Church Administrator coordinates the work of the St. Mark's Presbyterian Church office. Including producing church printed materials, maintaining the church website and other social media platforms, maintaining church records, tracking employee payroll benefits and coordinating with our contracted accounting firm.

Responsibilities:

- Provide administrative and clerical support to the pastor and ministry teams as needed.
- Oversee the operations of the church office, including the training and supervision of office volunteers.
- Maintain church records.
- Produce, print and distribute all church printed materials.
- Maintain and edit the church website and social media platforms.
- Coordinate public relations efforts, such as radio broadcasts and news releases.
- Serve as the communications hub for St. Mark's.
- Basic bookkeeping which include: preparing payments and reimbursements, tracking annual and sick leave for employees, reconciling the church credit card, and coordinating with the church's contracted Accounting Firm.

Skills Requirements: The Church Administrator must have excellent people skills, including written and oral communication and computer skills. Familiarity with faith communities. Experience in working with and supervising volunteers. Proficiency in Microsoft Office (Word, Excel, Publisher), and Google products. Computer problem-solving skills. Excellent writing, editing and proofreading skills. Proven organizational abilities. Demonstrated ability to take initiative. Able to pass a background check.