

Office Administrator

The person we seek will maintain confidentiality, work with compassion, be organized, flexible, calm in a crisis, and exercise sound and respectful judgement. Will have proficiency in Microsoft office, Gmail, and be willing to learn.

The Office Administrator will provide administrative support to the pastor and staff, as well as church council and members, with the pastor as the direct supervisor. The responsibilities will include:

- Prepare Sunday worship bulletins, send out weekly email blast to the congregation every Friday.
- Design, prepare and send the church newsletter every season.
- Answer phone calls, emails, and routine correspondence with church congregation.
- Make sure all congregation addresses and contact information are up to date and print an annual directory.
- Record and send letters to visitors.
- Maintain the church calendar, with dates provided by Church Council and other leaders, and outside groups meeting in the building.
- Manage building usage schedule with all the outside groups that use the building including approval from the appropriate Council representative, collection of agreement on building use policies, request for proof of liability insurance. First point person for communication with these groups. Currently Covid Compliance Officer.
- Update website, church app, and social media accounts.
- Gather information from meeting minutes to update the website, calendars, and social media as needed.
- Get the mail daily and distribute as needed.
- Order office supplies, as needed.
- Update bulletin boards.
- Make sure the sanctuary is neat and giving envelopes and pens are stocked.
- Prepare Annual Report.

Wages and benefits

1. This is a part-time position, with some flexibility, Monday through Friday from 9:00 am to 12:00 pm, for a total of 15 hours per week. Occasionally, more or less hours can be arranged based on work tasks, and adjustments in hours can be arranged with the pastor.
2. Compensation will be \$17 per hour for hours worked and reported. Social Security benefits apply, as well as appropriate deductions for Federal and State taxes. No health care or retirement benefits are included in this position. Personal days and vacation time may be accrued.
3. An annual employment review, including wages and benefits, will be conducted by the pastor and Council-appointed member for personnel. Both the employer (the United Church of Pittsford) and the employee may terminate this agreement with 2 weeks advance notice in writing.