

Office Administrator

St. Stephen Presbyterian Church

[www.ststephenpresbyterian.com](http://www.ststephenpresbyterian.com)

2700 McPherson Ave.

Fort Worth, TX 76109

Job Description

Title: Office Administrator

Reports To: Pastor and Head of Staff

Effective: Immediately

Hours: In-church hours 9:00-4:00 Monday-Thursday, 9:00-3:00 Friday

FLSA: 34 hours per week, Non-Exempt

Pre-employment: Background check and drug test required

Compensation: Minimum \$20.00 per hour with rate based on qualifications and experience, special event compensation possible

Benefits: Medical insurance, a 403(b) retirement plan with matching up to 3% of salary, 10 days of earned vacation and 10 holidays per year

Job Summary

Manage church office including answering phones and controlling building admission. Produce church communications such as Sunday Worship Bulletin, weekly church e-news bulletin, and notices of special events. Provide support and point of coordination to Pastor and church staff. Manage room reservations for internal and external groups

Regular Responsibilities

1. Answer phones and take messages
2. Monitor door, manage traffic, receive deliveries, and greet guests
3. Maintain awareness of staff whereabouts and schedules
4. Manage appointments and provide support to Pastor
5. Provide requested support to Directors of Music and Christian Formation
6. Assist Communications Coordinator in updating SSPC website
7. Prepare and distribute weekly worship and activity emails
8. Prepare and distribute event announcements such as deaths, funerals, etc.

9. Prepare and print weekly worship bulletins using *Canva*
10. Prepare sermon booklets
11. Maintain and update church calendar
12. Manage room reservations for internal and external groups and complete facility use contracts for external rentals
13. Coordinate receipt of weekly and special event flower arrangements
14. Attend weekly staff meetings

#### Occasional Responsibilities

15. Support preparation of materials and mailers for Stewardship Campaign
16. Assist Clerk of the Session in collecting and organizing data for annual church statistical report
17. Manage calendar for TCU football parking to avoid conflicts
18. Act as Wedding Coordinator for weddings and rehearsals
19. Act as Coordinator for Funerals and Memorial services
20. Create monthly birthday lists, annual memorial list for All Saints service, and seasonal donation lists for Easter and Christmas flowers
21. Maintain and update church membership list currently on *Church Windows*, and assist with migration to *Realm* in 2025
22. Manage and order supplies for supply cabinet and office equipment
23. Manage balloting for church elections
24. Be present and help manage church support for precinct election days

#### Personal Attributes

1. Friendly personality and good social skills as an initial church contact
2. Attention to detail
3. Ability to produce well-written communications
4. Ability to communicate with staff in a clear, concise, and timely manner
5. Ability to proofread material produced by others
6. Ability to use multiple software programs such as *Microsoft Office*, *Constant Contact*, *Canva*, *Church Windows*, *Realm*, etc.
7. Ability to promote a strong team environment
8. Ability to multi-task and be flexible

9. Punctuality and dependability

10. Ability to be flexible with work hours to meet deadlines

Job Type: Full-time

Pay: \$20.00 - \$25.00 per hour

Expected hours: 34 per week

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Paid time off
- Retirement plan

Schedule:

- Monday to Friday
- Overtime

Ability to Relocate:

- Fort Worth, TX 76109: Relocate before starting work (Required)

Work Location: In person