

**Gashland Evangelical Presbyterian Church**  
**Administrative Staff**

**Position: Administration Manager**

**Hours: 25-30 hours per week (5-6 hours per day)**

**Supervised by: Senior Pastor**

**Primary duties & responsibilities:**

**A. Facilities Management**

- Work with appropriate Ministry Teams: Session, Deacons, Staff and Ministry leaders and public to schedule and manage facilities calendar.
- Facilitate and supervise volunteer work
- Coordinate and maintain church calendar.

**B. Office and Supervision**

- Phone coverage; greet visitors and assist members and others when needed.
- Coordinate purchasing of equipment, furniture, supplies and other items for church.
- Administer payment of bills, invoices and financial obligations of the church.
- Update and distribute church directory as well as other directories as needed.
- Keep current files of all Ministry Team minutes.
- Utilize Church Community Builder (CCB) Software to track member database. Keep data updated, including new members, transfers, baptisms, deaths, etc. Prepare annual reports as needed.
- Maintain a weekly attendance report and process communication cards.
- Keep files current; maintain office machines; purchase office supplies as needed.
- Provide Pastoral Assistance as needed.

**C. Personnel**

- Coordinate with Personnel Team to keep appropriate and accurate staff records, including:
  - Submit payroll data to outsourced agency
  - Track payments and invoices as necessary
- Maintain accurate, up-to-date personnel files.

**D. General Administrative**

- Assist ongoing community outreach
- Research new business procedures, computer techniques and financial programs.
- Assist Finance Team with processing of invoices/bills weekly; and monitoring the church's insurance coverage.
- Other duties as requested.

**E. Proficiencies/Skills:**

- Personable; able to communicate with public by phone/email/walk-ins
- Have high level of Administrative skills; minimum of 3 years experience
- Understand and have proficiencies with technology, preferably Mac
- Task-oriented
- Multi-tasker
- Able to resolve/handle tasks with minimal supervision

TO APPLY FOR THE ABOVE POSITION, SEND YOUR RESUME TO:  
**EMPLOYMENT @GASHLAND.ORG**

