

**Concord St. Andrew's United Methodist Church**  
**5910 Goldsboro Road, Bethesda, MD 20817**  
**301-229-3383**  
[www.csachurch.com](http://www.csachurch.com)  
[csaumcjobs@gmail.com](mailto:csaumcjobs@gmail.com)

**Part-Time OFFICE ADMINISTRATOR**  
Position Description

Reporting to the Senior Pastor, the Office Administrator performs a variety of duties that support the church, its members, and other organizations associated with our church.

**KEY RESPONSIBILITIES**

**A. Church Management and Building Administration**

1. Serve as office manager and provide a welcoming environment to all individuals who contact the church, in person, on phone, or via email
2. Maintain church records, office supplies and equipment
3. Responsible for scheduling work with contractors and inspectors
4. Provide building access; train new building users on security system and building use inspections
5. Work with Trustees in setting building use fees and other related documents
6. Maintain the church's calendar of building use, meetings, and events and schedule requests for use of rooms in the building

**B. Church Financial Support**

Assist Treasurer and Financial Secretary with church finances

1. Responsible for invoicing and billing through QuickBooks; tracking payments
2. Keep treasurer up to date on all financial matters coming through the office
3. Prepare mailings such as quarterly and yearly giving letters and stewardship campaign letters
4. Verify the weekly offertory count, and deliver it to the bank for deposit

**C. Worship Preparation**

Prepare for weekly worship service as well as special church events

In conjunction with the Senior Pastor:

1. Contribute to PowerPoint slides, coordinate program elements for worship bulletin, and recruit participants and liturgist for Sunday worship service
2. Prepare content for weekly e-newsletter
3. Maintain worship supplies such as candles, coordinate altar flowers, and change paraments when liturgical colors change
4. Prepare key elements of special seasonal (Christmas, Holy Week, etc.) events, and family weddings, funerals, and baptisms.

The Office Administrator may need to perform other related duties, not specified here, as assigned.

## **QUALIFICATIONS**

1. Two years' experience as an office manager, preferably in a church
2. Proficiency with Microsoft products: Word, Power Point, Excel, and QuickBooks
3. Knowledge of Publisher a plus
4. Excellent grammar, spelling, and proofreading skills
5. Ability to maintain confidentiality and to perform duties in a warm and professional manner
6. Ability to multi-task and adapt to a highly variable workweek
7. Have a valid driver's license
8. Have a personal vehicle available for occasional office use

## **COMPENSATION**

\$25 per hour for up to a 28-hour work week. Pre-approval required before accruing additional hours.