Overview

St. Stephen Presbyterian Church celebrates liturgical worship to the glory of God, embraces a progressive theology, engages in mission, serves with compassion, and intentionally includes all with love. Join our vibrant community as a Church Office Administrator, where your organizational talents and administrative expertise will help keep our church operations running smoothly and efficiently. This dynamic role offers the opportunity to support church staff, congregation members, and community events through exceptional office management, communication, and coordination skills. You'll be the backbone of our administrative functions, ensuring that everything is handled with professionalism and care. If you thrive in a welcoming atmosphere, this position is perfect for you!

Duties

- Manage daily office operations, including answering phones greeting visitors, and handling general inquiries with excellent phone etiquette.
- Oversee calendar management for church events, meetings, and appointments to ensure seamless scheduling and timely communication. Update church website, social media, and weekly programs.
- Prepare weekly bulletins and newsletters
- Help the Pastor and Professional Staff with Daily Tasks.
- Ensure confidentiality when handling sensitive information related to church members, staff, finances, or organizational matters.
- Maintain current member information.

Skills Needed

- Friendly and kind communication style.
- Punctuality is a must.
- Demonstrated proficiency with Microsoft Office Suite (Word, Excel, Outlook) and social media (Facebook, Instagram).
- Strong organizational skills with the ability to manage multiple priorities simultaneously while maintaining attention to detail.
- Excellent communication skills—both verbal and written—and the ability to interact professionally with diverse groups of people.
- Proven clerical experience in an office setting, ideally within a religious or community organization is a plus, however not needed.
- This role offers an exciting opportunity to make a meaningful impact within our faith community by ensuring smooth administrative operations while supporting our

mission-driven initiatives. We’re looking for a motivated professional eager to bring energy, organization, and compassion into every task!

Benefits

401K matching
Health Insurance
Dental Insurance
Paid Time Off