**First Congregational Church Williamstown – Position Description, February 25, 2019**

**Position Title:** Office Administrator

**Reports to:** Pastor in consultation with Stewardship Ministry Team

**Position Summary:** First Congregational Church Williamstown is a dynamic, hospitable, family-friendly hub where social justice, spirituality, and the arts intersect**.** The Office Administrator will carry out spoken and written communications with the congregation and the community, manage daily operations of the church office and building, and provide administrative support to the pastor and church leaders. The position hours are Monday through Friday, 9 a.m. to 2 p.m. during the academic year and 9 a.m. to 1 p.m. in the summer, or as otherwise agreed. Compensation is $25,000 per year.

**Working Relationships:** This position reports to the pastor in consultation with the Stewardship Ministry Team. The Office Administrator serves as the public face of the church and interfaces with all staff, congregants, and building renters.

**Event Promotion and Communications**

* Produce and create electronic and printed materials in collaboration with pastor, staff, and lay leaders, including weekly emails and worship bulletins, annual report, directory, paid advertising, press releases, flyers, newsletter, etc.
* Maintain and generate event and new content for church social media accounts and website (Facebook, Instagram, Wordpress).
* Maintain records of church policies, meeting minutes, etc.

**Office and Building Use Management**

* Serve as administrative liaison for staff, church ministry teams, and community partners.
* Welcome and assist church members and visitors while maintaining focus on task completion
* Manage church building use needs, including scheduling, processing building use requests, planning for events, and maintaining church electronic calendar.
* Oversee and attend to office organizational needs, such as attention to relevant church policies, check scanning, recording checks and money received, ordering and maintaining supplies.
* Work with the building manager, pastor, congregants, staff, and community members to ensure effective communication and coordination between renters and church teams
* Assist the pastor in all work as requested, including building use logistics, special events and worship services.

**Qualifications:**

* Ability to communicate effectively with a wide range of people.
* Excellent writing, editing, and verbal skills.
* Commitment to confidentiality in handling sensitive material and situations
* High degree of organizational ability.
* Flexibility and task-prioritization in context of multiple demands.
* Proficiency in Google, Office, Mail Chimp or Constant Contact, Wordpress, and Canva/Adobe Suites.
* College degree preferred; church membership not required.

Candidates should submit a resume and cover letter (or any questions) by April 1, 2019 to First Congregational Church at office@firstchurchwilliamstown.org