

Office Administrator Job Description

Reports To: Pastor
Status: Part time, salaried
FLSA: Non-exempt
Effective: August 2026

Job Summary

The Office Administrator supports and advances Cove's mission by providing administrative, financial, and communication support to the staff, ministry leaders, and congregation of Cove Presbyterian Church.

Essential Functions

- Express our congregation's core value of hospitality and welcome when engaging with people in the church, on the phone, or by email
- Format and print worship bulletins in consultation with the pastor and music director
- Compile and distribute weekly communications, including email announcements and Sunday worship bulletins, as well as other less frequent communications
- Lead the congregation's online presence with website updates and social media posts
- Maintain accurate church records (in coordination with clerk of session), including member information, using Icon church database
- Manage day-to-day financial operations, including accounts payable/receivable, payroll coordination, reimbursement processing, and general ledger management
- Prepare and distribute quarterly giving statements to all donors
- Work with church treasurer on other financial functions

Other Responsibilities

- Manage the church calendar
- Perform general office work, including ordering and maintaining supplies and materials

Minimum Qualifications

- High school diploma
- Demonstrated organizational skills
- Familiarity with Microsoft Office, Google Workspace, and bookkeeping software a plus

Physical Requirements

- Ability to move freely in and out of church buildings

Core Competencies

- Process Management: Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow.

- Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole. Follows up on missing or out of balance items. Resolves unanswered questions needed to address a problem.
- Interpersonal Skills: Establishes good working relationships and works well with people at all levels of the congregation. Uses diplomacy, discretion, and tact. Builds appropriate rapport.
- Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job (including Microsoft, MailChimp, and Quickbooks). Understands which skills are lacking and seeks to develop those skills.
- Time Management: Is able and willing to focus time on tasks that contribute to organizational goals. Uses time effectively and efficiently. Concentrates efforts on the most important priorities.

Time, Compensation, and Other Information

- This position is expected to require 10-12 hours per week. The annual salary will be \$14,500.
- Regular office hours are flexible but will be established at time of hire in consultation with the pastor. Some remote work may be possible.