

# **Clifton Presbyterian Church**

12748 Richards Lane  
P.O. Box 320  
Clifton, Virginia 20124  
Phone (703) 830 – 3175 Fax (703) 830 – 6618

## **EMPLOYMENT OPPORTUNITY**

### **Position Description for Part-time Church Office Manager**

The successful candidate for this position will have expertise in working with the public, managing an office and carrying out administrative duties. Proficiency with Windows, Microsoft Word, Excel, email and social media communications is required. The position is a 25 hour per week position with a per hour salary commensurate with experience. Applicants should provide resume and contact information to the church address above or by email to [cliftonpresbyterianjobsearch@gmail.com](mailto:cliftonpresbyterianjobsearch@gmail.com)

The Church Office Manager will assist the pastor(s), staff and church officers of the Clifton Presbyterian Church in the administration of the Church, to include:

1. Preparing, copying and collating weekly worship service bulletin and additional bulletins and materials for each liturgical season. This includes other special services such as Christmas, Holy Week, Easter, Confirmation, funerals, weddings, etc.
2. Preparing booklets and certificates as requested.
3. Answering the phone, taking messages and fielding questions on basic church information such as weddings, schedules, the church's preschool etc.
4. Duplicating, assembling and posting church mailings and materials as requested.
5. Maintaining the church directory, mailing lists and member information files using Servant Keeper.
6. Copying various materials for the church staff and church officers as requested.
7. In consultation with the staff and Session, coordinating the Church calendar for scheduling the use of the church for meetings, weddings, pre-school activities and other events.
8. Submitting a computerized update to the web-based "Church Events" calendar and print and post the calendar on the bulletin board
9. Serve as liaison with the web master to keep information current on website.
10. Pick up and distribute mail daily
11. Maintain and create church files.
12. In coordination with the Pre-School Director, purchase office supplies and other materials as requested by staff and officers.
13. Keep church bulletin boards and the church sign up to date and well organized.
14. Disseminate church and event information weekly via social media.
15. Other duties as assigned.