

## WESTMINSTER PRESBYTERIAN CHURCH JOB DESCRIPTION

**Job Title:** Office Coordinator  
**Staff Designation:** Administration Staff  
**Prepared by:** Human Resources Commission  
**Reports to:** Lead Pastor- Head of Staff  
**FLSA STATUS:** Non-exempt, Part-time (27 hours/week)  
**Date:** December 2023  
**Hours:** 27 hours per week; Monday through Thursday  
9 am – 3pm; Friday 9 am – noon

**Position Summary:** Serves as primary contact for church visitors during office hours, providing a welcoming, confidential and positive environment. Fulfills all functions of the front office in support of church activities. Provides support and direction to volunteers.

### **Duties and Responsibilities:**

1. Serves as primary ambassador for the front office.
2. Answers phones, greets those who come into the office.
3. Manages the Master Church Calendar, in cooperation with the Operations Manager.
4. Coordinates and supervises office volunteers in the task of church ministry.
5. Handles incoming/outgoing mail.
6. Produces print communication pieces such as, but not limited to, weekly bulletins, postcards and mailings, funeral bulletins.
7. Provides essential handouts, etc. for weekly staff meetings and participates in weekly staff meetings.
8. Orders office and church supplies, including but not limited to cleaning, kitchen, and maintenance supplies, to ensure the inventory is maintained at a level to meet the needs of the office and church
9. Assists the church office with compiling information for Westminster's Annual Report, prepare certificates in regards to new members, baptisms, and the columbarium.
10. Assist Commissions, Deacons and Committees with administrative tasks.

### **QUALIFICATIONS**

- Associate's degree in business or a related field or 5 years of experience in an equivalent environment.
- Exceptional organizational skills, ability to prioritize and multitask using good time management skills in a fast-paced environment.

- Excellent verbal and written communication skills to interact with members of the congregation, staff, and community
- Ability to maintain discretion and confidentiality with highly confidential information,
- Knowledge of computer systems, including word processing, electronic communication software

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand for long periods of time, walk, squat, bend, twist, crawl and climb; use hands to finger, handle, or touch objects or controls, and talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must be able to lift and or move up to 50 pounds on a regular basis, work in all types of weather, and work at heights. It is required that the employee be physically present at the work site in order to perform the job.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**  
The responsibilities of this job may change from time-to-time in accordance with the church's needs.