



Congregational Church of Burlington

Established 1774

CHURCH ADMINISTRATOR JOB OPENING

POSITION DESCRIPTION:

This administrative position is responsible for a wide variety of responsibilities to support the ministries and mission of the church. It requires independent judgment and ability to perform a variety of tasks and support the pastor and church members.

REQUIREMENTS:

High School Diploma or equivalent

Communication Skills: Telephone, Email and ability to provide support to the Pastor, Church Members, etc.

Computer Skills: Office 365 (Outlook, Word, Excel, OneDrive), QuickBooks (or other financial bookkeeping software). Constant Contact and social media updating (web sites, Facebook) a plus.

Hours: Budgeted at approximately 12-20 hours per week — flexible daytime schedule

- Usually available in the church during daytime hours on Tuesday, Wednesday and Thursday of each week to coincide with Pastor.

Additional:

- Position requires handling of confidential information with the Pastor and/or committees within the congregation.
- Maintain confidence in dealings with members of the church as well as the general public.

JOB DUTIES:

- Develop proficiency using Power Church and maintain membership listing/directory.
- Prepare weekly Worship Bulletin and inserts.
- Work directly with the Pastor (correspondence, schedule meetings, etc.).
- Work with Treasurer using Power Church Financial Software to post pledges, review bills for payment and prepare checks for Treasurer's review.
- Coordinate for weddings, funerals, baptisms and other events with pastor, business committee and deacons.
- Coordinate church calendar and maintain online calendar.
- Prepare and compile periodic newsletters and notices for email with Constant Contact and social media.
- Monitor office supplies and order as necessary and maintain normal office functions including filing, copying and maintaining records.
- Pick up mail at the Post Office and sort it to the various committees.
- Prepare and mail letters to the congregation as necessary within budgeted time.
- Assist Committees within the Church to schedule events, prepare mailings, etc. as necessary within budgeted time.

TO APPLY, PLEASE SEND RESUMES VIA EMAIL TO:

humanresources@CCBURLINGTONCT.ORG