Lakewood Presbyterian Church

Open. Inclusive. Affirming.

Now Hiring: **Office Administrator**

Lakewood Presbyterian Church is looking to hire a very part-time Office Administrator to assist with creating bulletins, digital administration, and communications. Work can be done remotely, as well as on-site.

Job Duties include:

- Assemble the weekly service bulletin, using information and liturgy provided by the Pastor/ worship committee
- Send email reminders to volunteers for worship services
- Respond to email communications, organize member contact information, and serve as an administrator for the Google Nonprofit suite
- Make website and social media updates as needed
- Keep the church office organized and stocked
- Update the church calendar and serve as point of contact for tenants and building rentals
- Assist with the creation of the quarterly newsletter
- Assist with other administrative functions, as needed

Schedule: 5 hours per week, flexible schedule with both remote and in-person hours.

Compensation: $21-$25/ hour depending on experience.

Qualifications:

- Strong attention to detail
- Good communication skills
- Experience working in churches and familiarity with inclusive Christian language
- Experience with Google Suite, Wix, and Canva
- Experience with church management softwares preferred
- High school education or equivalent
- Completion of satisfactory background check

To Apply:

- Please send a resume and brief cover letter to pastor@lakewoodpres.org by November 8th. Please include your relevant skills and qualifications, as well as your interest in the position.
- We anticipate beginning online interviews in mid-November, with the position beginning as early as December, depending on candidate's availability.