

First Presbyterian Church Goldsboro, North Carolina

Job Description

Title: Office and Facilities Administrator

Reporting Relationships/Supervisor: Reports directly to the Pastor under general supervision of the Personnel Committee. Works with financial Administrator.

Hours: Tuesday through Friday from 9:00 a.m. to 4: 00 p.m. plus occasional evening meetings. Hours may vary according to requirements to fulfill job responsibilities. Non-exempt from the Fair Labor Standards Act.

Purpose: Responsible for management of office administrative functions, communications and oversees the maintenance of church facilities.

Specific Duties and Responsibilities:

1. Administration

- a. Direct the daily administrative activities and communications of First Presbyterian Church.
- b. Provide administrative support to Clerk of Session and Chair of Diaconate by keeping records and minutes of committee meetings.
- c. Prepare and submit congregational and denominational reports to Presbytery and PCUSA as required.
- d. Assist the pastoral staff as needed.
- e. Oversee the church database (ACS) and its use. Maintain up to date membership data.
- f. Assist the finance administrator in preparing budget for building and ground committee.
- g. Maintain church's policies, minutes, and procedures manuals.
- h. Proofread and print Sunday bulletins and other special bulletins.
- i. Keep new members forms, prepare certificate of transfer in/out, baptism, etc.
- j. Publicize the Christmas and Easter memorial fund, receive the funds and maintain accurate recordkeeping.
- k. Assist Presbyterian Women with clerical tasks as needed.
- l. Assist the welcoming committee with visitors and new members. Oversee the Welcome Center.
- m. Coordinate with volunteers helping with the distribution of the Samaritan Fund.
- n. Perform other related duties as needed or assigned.

2. Building and Grounds Maintenance.

- a. Serve as the staff liaison on the Building and Grounds Committee.
- b. In cooperation with the Committee, develop policies and procedures for use of church facilities in a safe yet welcoming way.

- c. Maintain calendar of events and work with church members and community organizations for use of facilities.
- d. Maintain inventory of church equipment and a record of purchases of equipment, improvements, and construction.
- e. Coordinate maintenance and repairs in the facility, contacting repair personnel and overseeing their work. Work with volunteers on minor maintenance needs.
- f. Ensure the maintenance of HVAC, fire prevention, elevator, alarms, and kitchen equipment. Make monthly inspection of elevator.
- g. Oversee contract for cleaning of facility.
- h. Oversee security of the facility. Insure equipment and procedures are in place so that building is secured after each event.
- i. Responsible for control of key system and perform regular review.
- j. Issues access codes to building and maintains accurate accountability of those issued.

Qualifications: Education and knowledge of management and administration equivalent to associate degree.

Skills

- a. Demonstrated leadership and a team player with other staff members.
- b. Strong oral, written, verbal and interpersonal communication.
- c. Attention to detail in all church documents and procedures.
- d. Keep things very organized and ability to manage/supervise others.
- e. Strong integrity and honesty.
- f. Ability to take initiative and make decisions under the constant pressure of deadlines.
- g. Working knowledge of Microsoft Office, Excel, Publisher, Outlook, Word, Software for quality sound system live streaming.
- h. Willingness to be trained in automated church system (ACS) and in Presbyterian polity and church governance. Takes continuing education when needed.
- i. Strong knowledge with new technology and social media.

Personal Requirements

- a. Affirm Jesus Christ as Lord and Savior. Participate daily in prayer and Bible Study, yield to the guidance of the Holy Spirit, trust God in all things, have a servant's heart and a team player spirit.
- b. Set example by own conduct and personal behavior, be responsible and accountable for self, use authority wisely, being very kind to others and make competent decisions.
- c. Understanding of and ability to maintain confidentiality.

Equipment Requirement: Personal computer with various software as needed, telephone, copier.

Other Special Requirement: Valid North Carolina driver's license.

Revised July 2023.