

Siler Presbyterian Church
6301 Weddington-Monroe Rd Wesley Chapel, NC 28104

Staff Position: Office Manager/Administrator (*Full-time, 40 hours/week*)

Application: Send resume materials to Secretary@SilerChurch.org with a subject line of **Siler Office Manager**.

Siler Church Mission: To glorify God

by inviting all into a relationship with Jesus Christ, growing in faith, and serving Christ in the crossroads.

Position Overview: This is a *full-time, non-exempt¹* position and at *forty (40) hours per week*. The Office Manager/Administrator works alongside the pastor, elders, members, and church staff to further the mission and vision of Siler. This person will be responsible to assist in administrative duties, provide support to the church staff, coordinate internal and external communications, handle church recordkeeping, etc. This position will report to the Pastor.

Spiritual Qualifications:

1. Clear testimony of faith in Jesus Christ as evidenced by a vital and growing relationship with God, as well as a commitment to the Scriptures as the Written Word of God.
2. Adheres to the beliefs and values of Siler Presbyterian Church²
3. Must have a commitment to the mission of Siler Presbyterian Church to reach the lost and make disciples.
4. Must attend and participate in the worship, life, and ministry of a Christian Church.

General Qualifications:

1. Required:
 - a. High school diploma or GED.
 - b. Proficiency in Microsoft Office Word, Excel, and Publisher; Google Drive; email management (such as MailChimp); typing and other general computer tasks.
 - c. Excellent organizational and time-management skills.
 - d. Attention to detail and accuracy.
 - e. Ability to receive feedback and suggestions from church members and the public.
2. Preferred:
 - a. Associate's degree or higher.
 - b. Experience managing an office environment.
 - c. Experience using the Planning Center platform for membership enrollment.
 - d. Proficiency in using ProPresenter Software

Responsibilities:

1. Exercises tact, courtesy, friendliness, and confidentiality in dealing with church members and the public. This includes in-person, on the phone, and through electronic communications.
2. Performs general office administrative and clerical duties.

¹ As defined by the Fair Labor Standards Act (FLSA)

² For a description of the beliefs and values of Siler Presbyterian Church, a member of the Evangelical Presbyterian Church (EPC), visit www.silerchurch.org.



3. Orders and maintains office supply inventory.
4. Serves as point of contact and ensures currency for staff cell phone accounts, IT service accounts, insurance policies, and all other church service accounts.
5. Coordinates staff meetings.
6. Communicates with the Session, Deacons, and committees about scheduled meetings and events (includes compiling and distributing monthly Session packets).
7. Oversees internal and external church communications.
8. Prepares the Weekly Bulletin.
9. Reviews, distributes, and replies to correspondence.
10. Serves as the administrator of the church website and updates the website as needed.
11. Posts regularly on church social media pages (to include Facebook and Instagram).
12. Oversees distribution of key fobs to church members and others needing access to campus buildings (includes monitoring control access door lock software).
13. Maintains official records and membership rolls, as required; includes keeping Siler personnel records current in HR software.
14. Maintains the office calendar of facility usage, including the scheduling of events and annual cleaning services.
15. Prepares special event bulletins (such as weddings and funerals).
16. Assists in coordinating funeral services held at the church (includes keeping a record of memorial gifts).
17. Performs volunteer background checks.
18. Coordinates the use of Siler facilities by outside groups.
19. Performs other duties as directed by the Pastor or Session.

Salary and Benefits:

1. The salary for this position, depending on experience, is \$22-24/hour.
2. Benefits include health insurance.
3. Annual compensation increases are based on job performance and determined at the discretion of the Session.
4. Vacation time will be granted after the following period of employment:

6 Months	1 Week
1 Year	2 Weeks/year
8 Years	3 Weeks/year

Application:

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