



July 2026

Central Presbyterian Church - 593 Park Avenue NY, NY

Sunday Coordinator and Office Manager

Full-Time Position with Benefits; FLSA Exempt

Reports to the Executive Director/Pastor

Purpose of Role

The Sunday Coordinator and Office Manager is responsible for overseeing the daily operations and administration of the church, both on Sundays and throughout the week. This role supports staff and volunteers, manages office and event logistics, provides HR support, and ensures smooth internal communication. The Office Manager serves as a central hub for organizational systems and resources, balancing administrative excellence with hospitality and team support.

Qualifications Required

- Must have a gospel-oriented heart for Central Church and New York City
- Effective organizational and time management skills with attention to detail; strong interpersonal and administrative skills
- Hospitality-minded, team-oriented, and adaptable in a dynamic environment.
- Experience in administration and office management processes.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite, Google Workspace, and CRM platforms.

Key Job Responsibilities

The Sunday and Coordinator Office Manager will report to the Executive Director. This is a full-time role with benefits and an expected work week of Sunday through Thursday. This role is responsible for, but not limited to, the following:

Sunday Service and Volunteer Management

- Act as the primary administrator of the church's CRM platform, ensuring that the plans for Sunday worship services are up to date every week
- Manage volunteer schedules on Touchpoint, ensuring Sunday service teams are equipped with full volunteer rosters for ushers, communion, and hospitality through scheduling, communication, recruiting, and training
- Greet and organize volunteers, acting as their day-of primary point of contact for the service
- Help to collect, count, and deposit weekly offerings



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- Maintain operational supplies and materials needed for Sunday services, including communion supplies. Ensure updated inventory and accessibility for Sunday services.
- Other responsibilities as directed

Office Management & Administration

- Monitor and manage the church's main email inbox, phone line, and mail
- Ensure and maintain a clean, organized, and welcoming office environment
- Restock and order kitchen, snack room, and general office supplies
- Update and manage the church-wide staff calendar, including room bookings
- Draft weekly staff meeting agendas, capture action items, and distribute notes
- Serve as primary administrator for facility and BMS software
- Provide basic IT support and coordinate with vendors
- Other responsibilities as assigned

Human Resources & Onboarding

- Work with the HR Lead to support new hire onboarding
- Maintain personnel files and HR records in the employee portal
- Assist with benefits administration, enrollment processing, and employee inquiries
- Assist with the development and implementation of HR-related policies and processes

Event & Facility Coordination

- Respond to space rental inquiries and manage related contracts and logistics
- Oversee facility scheduling and event setup needs
- Coordinate staff celebrations, internal gatherings, and organizational events
- Provide support for decorations and special event logistics
- Liaise with external partners for collaborative events or facility use
- Other responsibilities as assigned

Expectations of All Central Staff

- A commitment to the vision and values of Central
- A personal and growing relationship with Jesus as Lord and Savior, reliance upon his grace, and a commitment to the authority of Scripture
- A willingness to work within the church's leadership structure and procedures
- A teachable spirit, positive attitude, flexible nature, and a sense of humor
- A dedication to excellence, integrity, humility, and creativity for the glory of God
- Ability to work effectively and collaboratively with staff and volunteers



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About Central Church and Resound Project

Central Presbyterian Church is a historic, 200-year-old congregation in the heart of New York City that has experienced significant renewal over the past 20 years and is currently home to a diverse body of seasoned leaders, many families, and a dynamic body of students, young professionals, and artists. Central launched Resound Project in 2021 with a vision to strengthen new and existing churches in light of the changing cultural context so that the gospel of Jesus Christ might resound to the next generation. Resound Project is constituted as an initiative housed within Central Church and under the oversight of Central's officers along with its own President and advisory board. It will remain deeply tied to Central through interlocking board appointments, the fact that Central's Senior Pastor is Resound Project's President, and also Central's role as a leading source of funding for the foreseeable future. The combined budgets of Central Church and Resound Project range between \$4 and \$5 million annually, with plans to scale both entities over time.

If you believe your qualifications and background align well with this role, please apply [here](#).

Questions? Please email info@centralchurchnyc.org and we will reply to you at our earliest convenience.