



**Title:** Office Administrator

**Summary:** The Office Administrator supports the ministries and programs of the entire church by supporting the staff and the members

**Schedule:** 35 hours/week (Part Time, Non-Exempt)  
Suggested Hours: M – F 8:30am – 4:00pm, on site

**Primary Responsibilities:**

- Generate innovative church websites and communications with aesthetic and design excellence;
- Staff the front desk: answer phones, greet visitors and create a hospitable environment;
- Perform daily general office tasks: distribute mail, monitor office supplies, and ensure the copy machines have sufficient ink and paper;
- Support the ministry of the Deacons by performing administrative tasks;
- Perform ongoing general office tasks, such as maintaining office equipment and supplies, updating the church calendar, overseeing records and clearances for members and volunteers, working with wedding coordinators, coordinating weekly floral arrangements and maintaining church attendance records.

**Qualifications:**

- Feel a clear call to serve in the church;
- Be able to work creatively and collegially with staff and church members and be personable and friendly while staffing the front desk;
- Be a good communicator, personable, organized and task-oriented;
- Possess excellent editing skills;
- Be efficient and attentive to detail with the ability to multi-task;
- Be able to demonstrate proficiency in Microsoft Office (Word, Excel, Outlook and Publisher), and ShelbyNext;
- Be comfortable managing online content, including websites and social media platforms;
- Have or obtain ACT 33/34 and FBI clearances (paid for by FCPC).

**To Apply:**

- Please email cover letter and resume to [jobs@fcpc.us](mailto:jobs@fcpc.us).

**FCPC Purpose:**

As a community of Christ's disciples,

we joyfully participate in Christ's mission of love and peace, transformation and hope by:

- ✧ inviting and welcoming all people into a life with God and a caring fellowship of faith;
- ✧ glorifying God through engaging worship, prayer, and praise;
- ✧ nurturing spiritual growth of people of all ages and equipping them for lives of ministry; and
- ✧ following the Spirit to witness to God's kingdom through compassion, justice, and service.