



Old Pine Street Presbyterian Church
412 Pine Street, Philadelphia, PA 19106

Old Pine Street Presbyterian Church is seeking to hire a new full-time Church Administrator.

Old Pine Street Presbyterian Church is located in the Society Hill neighborhood of Philadelphia. We are an historic, dynamic, active and growing congregation of approximately 200 members including singles, families with children of all ages, and retirees. We open our building and grounds to the community for various purposes seven days a week and we are seeking someone who will join us in our mission of being a community hub for our neighbors.

The Church Administrator is the first contact for all those who come to the church by telephone, internet and/or in person. Therefore, she/he/they must be a welcoming presence to a wide range of people: members, visitors, contractors, event coordinators, persons experiencing homelessness, and members of the twelve step groups that meet in our building. The church office has both active and quiet times throughout the day and year and frequently must respond quickly to new programs that the church initiates. The Church Administrator therefore needs to be able to multitask, to adapt to new situations and ideas, and to work well both with people and independently.

This is a full time, salaried position. Benefits include medical insurance, dental insurance, and PTO days (certain benefits are available after a three-month probationary period of employment). After one year of employment, the employee may participate in a retirement savings plan with up to 3% matching contribution from the church.

Qualifications:

- Thorough knowledge of recent versions of Microsoft Word, Publisher, and Excel.
- Familiarity with database and financial programs.
- Must be organized and detail-oriented.
- Ability to design monthly newsletters using the Madmimi platform.
- Ability to maintain and update church website using the wordpress platform.
- Strong writing and editing skills.
- Ability to problem solve and prioritize workload to meet deadlines.
- Familiarity with non-profit organizations helpful.
- Must pass background check.

Specific Responsibilities:

The Church Administrator shall...

Act as a friendly receptionist:

- Cheerfully answer 2-line telephone system and efficiently respond to church email.
- Warmly greet church visitors who arrive with a wide-range of inquiries.
- Assist the pastors with people seeking assistance from the church by screening requests.
- Keep confidential all personal needs, financial details, prayer requests, and spiritual concerns.

Perform secretarial services for the church:

- Process incoming and outgoing mail, travelling to and from local post office as required.
- Maintain church records on baptisms, confirmations, weddings, and funerals.
- Maintain accurate “master calendar” for all church and other events using Google Calendars.
- Interface with rental groups from initial contact, preparing the contract, developing the ongoing relationship, collecting and receiving payment.
- Work closely with the sexton (groundskeeper) with all requests for building needs on the church property, with special appreciation of the historical character of the church building and graveyard.
- Serve as liaison to twelve step groups that frequently use the church building.

Oversee/design church communications:

- Compile from sources and prepare all weekly (and sometimes more frequent) worship bulletins.
- Support all aspects of the publication of monthly newsletter.
- Regularly update the church’s website and Facebook page.
- Produce other outreach materials as needed (website pages, pew inserts, event flyers, brochures, et al.), utilizing creative design skills.

Serve as office administrator:

- Assist treasurer with payroll service, preparing checks, and traveling to bank for deposits.
- Manage all office equipment including photocopier, computers, and internet/phone system.
- Order and manage inventory of office supplies.
- Organize and maintain office-filing system.
- Maintain database of memorial garden plots.

Serve as wedding coordinator:

- The church administrator may earn additional salary by serving as a wedding coordinator for weddings using the church building. The work involves organizing rental agreements and coordinating and attending the wedding rehearsal and ceremony.

Please provide three references with previous or current work experience.

Only applicants with cover letter and resume will be considered. **Absolutely no telephone inquiries.** Preferred method of communication is to email materials to the attention of the Old Pine personnel committee at the following email address: oldpinejob@gmail.com. Alternately, applicants may post materials to “Church Administrator Application,” Old Pine Street Presbyterian Church, 412 Pine St., Philadelphia, PA 19106.