

INCARNATION CHURCH, WILLIAMSBURG, VA

JOB OPENING: PART-TIME OFFICE ADMINISTRATOR (12 HOURS/WEEK)

The part-time office administrator supports the administrative needs of the church body and leadership of Incarnation Church.

QUALIFICATIONS

- A professed Christian, agreeing with the Nicene Creed statement of faith, who exhibits a character and lifestyle in keeping with a disciple of Jesus Christ both during and outside of work.
- A high school graduate (college preferred) with at least 5 years administrative experience.
- Pleasant, articulate, and able to interact with vendors, church members, leaders, and staff.
- Excellent communication and organizational skills required.
- Discretion is essential, along with the ability to carefully guard sensitive information with integrity.
- Ability to handle multiple tasks at once, prioritize work, and meet deadlines while remaining flexible enough to reprioritize when emergencies arise (i.e., funerals).
- Proficient on a variety of computer programs (Microsoft Office suite, MailChimp, Squarespace Website software, Church Community Builder) and able to learn new programs as needed.
- Must pass a criminal background check and complete a class on sexual abuse awareness.
- Must be able to load and unload bins weighing between 5-20 pounds from a trailer each week.

RESPONSIBILITIES

- **Communications:** Telephone; mail; assist in producing flyers and publicity materials; act as first point of contact for electronic communications/inquiries from parishioners and others; maintain church web site (upload sermons and graphics weekly, update announcements weekly, create special announcements as needed); communicate connection and prayer request card information to appropriate parties weekly; draft weekly e-mail announcement message; write and send special communications as directed by pastor; create on-line sign-ups for potlucks and meal needs for parishioners; provide communications support for special events.
- **Office Management:** Maintain the church database (membership records, contact information, visitors, group lists, volunteers); create a printed directory annually; maintain traceable, updated and consistent electronic and hard copy files; provide assistance to staff and others on procedures, equipment and completion of forms; provide administrative support for meetings, special services and events; act as liaison for Incarnation Church with external entities such as the diocese, local outreach groups, and vendors; order background checks; assist with financial processes; maintain/order supplies for the office and events.
- **Worship service preparations:** assign and notify 25 volunteers weekly for required roles, find replacements as needed, unload, maintain, and reload contents of bins from the trailer of supplies for the welcome table and refreshments, create sign-up forms for needs and events, create and maintain nametags, print worship guides, notify readers of their Scripture passage.
- **Provide quality and caring support to the church family:** Serve the church family, leaders, volunteers, and others with excellence; respond promptly to phone, email and other inquiries; notify clergy of potential pastoral support needs; provide back-up administrative support for other staff positions when needed.
- **Financial tasks:** Prepare weekly offering teller sheets and attendance counting record; re-count and prepare weekly deposit of offerings (take to bank); record all donations in database; prepare giving statements quarterly and at year-end; assist Vestry with annual stewardship campaign preparing packets, tallying results, and entering pledges into database; maintain hard-copy files of church financial transactions as directed by church bookkeeper or Treasurer.

COMPENSATION is dependent on experience and skills; vacation/sick time provided proportionate to hours worked. As this is a part-time position there are no further benefits.

APPLY by sending a letter of interest and resume to info@incarnationchurch.net, or hard copy to Incarnation Church, 4723 Longhill Rd Suite 2101, Williamsburg VA 23188.