



Executive Administrator

Status: Part-Time | 24-30 Hours Per Week (TBD)

Reports To: Senior Pastor

Working Days: Mon-Thu, 9am-3pm, Sunday Worship

Context

Stow Presbyterian Church is vibrant congregation of people seeking to love and grow in Jesus together in community, and to invite others to do the same. The Executive Administrator plays a vital role in the effectiveness of that mission, often serving as the church's first contact within the community.

Position Overview

The Executive Administrator serves as the operational heart of the church, coordinating the "who, what, when, and where" of SPC. They function as a bridge between all various ministries, staff, officers, and members of the church, coordinating schedules, space usage, publications, etc. He or she also serves as the Pastor's Executive Assistant, working together closely in order to fulfill the mission and vision of SPC.

Qualifications

- Live above reproach and display Christian conduct that serves as an example to the body of SPC.
- Accept the theological standards set forth in the EPC "Essentials of Faith"
- Dependable, responsible, and highly self-motivated character.
- Excellent communication skills, in person, print, and online.
- Excellent organization and planning skills, coordinating schedules and delegating responsibility
- Able to maintain confidentiality, handling sensitive information with the utmost integrity, care, and love.

Responsibilities

- Serve as the frontline contact, warmly welcoming and equipping those in and outside the church, answering and delegating visitors, calls, and emails to proper staff and ministry heads.
- Manage all print and online church communications and publications, including the church website, and Prayer Requests, in collaboration with the Senior Pastor and other staff.
- Support the Senior Pastor, serving as Executive Assistant.
- Manage the Church Office, including organization and maintenance of materials, purchasing of office and ministry supplies, and management of respective budgets.
- Manage the Church Calendar, including publication and scheduling of facility and equipment, both for internal ministries and events, as well as building use by outside organizations.
- Assist the Senior Pastor with Special Project or Ministry Initiatives
- Other Duties as Assigned

*Note: The above list of Responsibilities serves as an overarching representation of job duties. Upon request, and during the hiring process, a much more comprehensive list of job duties will be made available.

Benefits:

- This is a part-time, hourly position, requiring 24-30 hours per week. Exact hours are set at time of hire.
- 2 Weeks of paid vacation, including Sundays
- Compensation range is set competitively and will be commensurate with experience.
- This Position includes the option for additional hours and compensation for any candidate able to add bookkeeping duties. Details can be discussed in the course of the hiring process.

Application Process:

Interested candidates should submit a resumé and a minimum of 3 references to jobs@stowpres.church or mail materials to: Attn: Vince Latz, Stow Presbyterian Church 4150 Fishcreek Rd. Stow, OH 44224.