

Westhope Presbyterian Church  
***“That all God’s people might find a home.”***  
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Saratoga, CA 95070  
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October 28, 2019

To Whom it May Concern,

God’s grace and peace be with you. I am including a job description for a part time office administrator position with the hope that you would post it and pass it along to any who you think might be a good fit for this particular calling. The person would work closely with the solo Pastor in a relaxed church office environment. The position requires being a welcoming presence in the office as well as an aptitude for organizing and running a small main office of a church. If there are questions or interest please feel free to contact me at the above contact numbers and addresses. Thanks so much and blessings to you. I am

In communion,

A handwritten signature in cursive script, appearing to read "Erik".

Rev. Erik Swanson

Job Position: Office Manager for Westhope Presbyterian Church

Reports to: Pastor and Elders/Deacons

Employment 8 hours per week in the office, hours are flexible.

Salary: \$20 per hour. Two paid weeks of vacation.

Responsibilities:

- Maintain Church calendar in both Online and Wall Calendar Formats
- Manage facility rentals including sending and receiving applications, informing applicants of availability or rejection, maintaining lockbox security, accepting and returning deposits and preparing bimonthly reports of rentals for Session meeting, walk through of property
- Manage and order paper supplies for bathrooms and office supplies including church stationary
- Manage office phone and respond to Church email and phone messages
- Sort and distribute mail
- Work with Treasurer: scan bills and send, file bills and paperwork, track rental payments, create and send thank you letter to those who have pledged, send donation receipts in January.
- Work with church members to maintain supplies for narthex and church services
- Check and purchase coffee supplies and other accessories needed for weekly Sunday services and Session meetings
- Maintain checklist for kitchen supplies and conduct monthly inspection
- Organization and reorder kitchen supplies as needed. Report other needs to pastor
- Organize and maintain Church copy of Session minutes.
- Organize and maintain church files including contracts.
- Maintain and update Church Directory
- Maintain records of insurance for CCSV Directors
- Make sure bottled water is being delivered for water dispensers
- Minimal help with watering the gardens
- Other duties supporting the pastor and ministries of the church: Filing, Producing Weekly Church Bulletin, copying reports, assembling annual reports, mailings, newsletter
- Show initiative in improving office environment and systems
- Execute or follow-through on instructions from Pastor and Elders

Skills: Proficiency with Microsoft Office, and ability to learn or use Google Docs, Ability to take initiative in addressing needs around him/her