

Church Administrator: Knox Presbyterian Church

Job Description: The Church Administrator works closely with the Pastor and ministerial staff to support the mission, vision and values of the church. This position provides secretarial/administrative services which include creating a warm, calm and welcoming environment while running an efficient, organized office and juggling multiple and competing demands. It fulfills a vital role in the life of the church, often serving as the “face” of the congregation to members and visitors alike. Bright personality with excellent people skills, strong verbal communication skills with the ability to inform and promote the ministries of Knox Presbyterian church, Knowledge of church organization structure, preferred Presbyterian Church polity, Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, attention to details, Professionalism, Problem Solving, Supply Management, Inventory Control. Knox Presbyterian Church is a faith-based organization looking for a like-minded individual to partner with us in this great community ministry throughout the year.

Location: Knox Presbyterian Church

Salary range 12-15 per hour

General: Tuesday – Friday (Flexibility in schedule)

Please submit Resumes to Rev. Michael L. Moore, pastor

Contacts: Rev. Michael Moore (484)-995-1049

Denise Thompson: (410) 385-0900

Will Train Applicant(s): Yes

Resume Accepted by: E-mail: knoxpresbyterian@verizon.net

Fax: (410) 385-0996

The position is open and to be filled immediately.