January 1, 2018 POSITION OPENING FOR
OFFICE ADMINISTRATOR
PRESBYTERY OF GENEVA Penn Yan, New York
Presbyterian Church (U.S.A.)

The Presbytery of Geneva is a regional ruling body consisting of the clergy and representative elders from 58 Presbyterian Church (U.S.A.) congregations within the beautiful Finger Lakes region of New York. The Presbytery oversees and supports the mission and ministry of congregations through committees, programs, and mission efforts.

We are seeking a competent and trustworthy candidate to fulfill the position of Office Administrator beginning January 1, 2018.

PURPOSE: to provide administrative support to the Presbytery enabling effective and hospitable office management.

RESPONSIBILITIES:

- PROVIDE administrative assistance to the Presbytery including, but not limited to – correspondence, calendaring, copying, filing, report preparation, volunteer sourcing and training for office needs
- PROVIDE clerical support to designated committees and staff
- ATTEND Presbytery meetings as required, assisting volunteers with registration and other duties as needed
- MAINTAIN Presbytery database and directory
- MANAGE office operations, purchases, equipment, and facilities
- SERVE as office receptionist
- DEVELOP communication systems, managing content for e-communications (i.e. web-site, newsletter, social media, etc.)
- OVERSEE day to day financial activities, maintaining internal financial controls for account receivables and payables
- ASSUME other duties as assigned by the Head of Staff

QUALIFICATIONS FOR POSITION:

- Associate degree (or equivalent) or higher preferred
- At least 2 years of experience in an office setting
- A quick-learner, self-motivated, and organized
- Service oriented and hospitable
- Technical skill and aptitude, including proficiency with Microsoft Office programs, WordPress, social media, use of database

- Ability to seek out and implement electronic solutions that will improve office efficiency and communication
- Ability to balance and prioritize multiple projects
- Excellent verbal and written communication skills
- Able to maintain confidentiality
- Presbyterian faith tradition a plus but not a requirement

DECLARATION OF STATUS: This is a 28 hour per week, non-exempt position

COMPENSATION: $23,000 - $26,200 annual commensurate with qualifications and experience, plus benefits, holidays, vacation, and sick leave.

ACCOUNTABILITY: The Office Administrator is supervised by and accountable to the Head of Staff

EVALUATION PROCESS: Within the first year, there will be a performance evaluation after 90 days, then six months, and annually thereafter by the Head of Staff

Send resume electronically to:

personnel@presbyteryofgeneva.org