



## **SEEKING: OFFICE ADMINISTRATOR**

**To Apply:** Send cover letter and resume to: Pastor Todd Friesen (todd@ecsmc.org)

**Opening:** Immediate

**Time Commitment:** 32 hours per week, 5 days a week

**Position Summary:** Administrative and bookkeeping support for congregation and pastors.

**Pay & Benefits:** Competitive hourly pay. Paid holidays, vacation and retirement.

### **Qualifications:**

1. Strong organizational skills and attention to detail.
2. Competence in working with computers, databases, and software including Word and Excel. Routine website maintenance, email software, and graphics experience preferred.
3. Experience and competence with bookkeeping tasks.
4. Ability to communicate clearly.
5. Strong interpersonal skills.
6. Strong multitasking skills.
7. Understanding of faith-based programming and activity; openness to Anabaptist expression of faith.
8. High degree of confidentiality and personal integrity.
9. Embrace our welcome of all regardless of race, ethnicity, age, socioeconomic or marital status, physical or mental ability, sexual orientation, or gender identity and expression.

### **Administration (70%)**

- Provide support for pastors and church committees.
- Communications, including weekly Sunday bulletin and weekly electronic newsletter.
- Maintain accurate information about congregation.
- Serve as receptionist for the church office.

### **Bookkeeping (30%)**

- Payroll, process contributions, pay bills, produce monthly and annual budget reports.

*A detailed job description is available upon request.*