

# Interim NRC Administrator

## **Summary of Role**

Independent, confident self-starter will manage daily administrative operations of the Neshanic Reformed Church (NRC) including, but not limited to, supporting Sunday worship service, maintaining accurate files, responding to phone and emails, managing facility and property maintenance, and serving as liaison for Consistory and Pastor with congregation. Conduct responsibilities in a proactive and organized manner with strong attention to detail and clear communication. Provide support to Pastor and other Church leadership. Reports to Pastor. This role is a part-time position (approximately 20 hours per week). Pay is \$15-20/hour, based on experience.

## **Role Responsibilities**

- Manage Church records and maintain organized, secure files, forms and insurance coverage
- Serve as first contact for congregant and community inquiries, questions and concerns; triage and refer as appropriate
- Support Pastoral, Consistory and Committee administrative needs
- Liaise with vendors and community partners
- Assist Treasurer with budget, manage accounts payable and receivable, and track and record Church income from donations and sales
- Manage and distribute Church communications and publications (e.g., worship bulletin/slideshow, newsletters, informational letters/emails, youth-related, congregant-related, etc.)
- Serve as “First Responder” for property emergencies and responsible for upkeep/maintenance of Church buildings and security operations (partnering with Property Committee and Preschool Administrator as needed)
- Assist with scheduling meetings, renting Church equipment and facilities, and enforcing Church policies for program and facility use
- Support the coordination, planning and execution of Church events as needed
- Order office and ministry supplies
- Manage the process for coordinating usher schedule for weekly Sunday services
- Build and maintain healthy relationships with the Pastor, staff, congregation and community
- Support Sunday school administrative duties as needed

## **Required Skills & Qualifications**

- Minimum 2 years' office or administrative experience
- Prefer Associate's degree in business, office management, or related field
- Proficient computer skills and in-depth knowledge of relevant software such as Microsoft Office Suite
- Ability to operate office equipment
- Ability to handle stress and problem solve
- Ability to maintain confidentiality of sensitive and personal information
- Devoted follower of Jesus Christ who is growing in life with God
- Committed to standing as a moral and upstanding representative of the Church community

## **Core Competencies**

- Emotional and spiritual maturity
- Discretion
- Discernment
- Interpersonal skills
- Adaptable
- Reliable
- Strong organization skills
- Excellent verbal and written communication
- Strategic thinking
- Detail-oriented
- Proactive
- Time management

If interested, please contact Rev. Chris Kile at [pastor@neshanicreformedchurch.org](mailto:pastor@neshanicreformedchurch.org) or 215-933-8805.