

Second Presbyterian Church Communication Administrator

Date Job Description Approved by Session: _____

Overview: The purpose of all staff positions is to support our Strategic Guides' vision, mission, strategic goals and values/principles. Second Presbyterian strategic guides URL: https://www.growwithsecond.org/files/ugd/f84825_c333757ad6f64a4cb75032058243b74e.pdf

General Position Description: The Communication Administrator (“Employee”) will perform specific tasks related to church administration and communication.

Minimum Qualifications:

1. Organized, detail-oriented
2. Confidential and discrete
3. Office experience, preferably managing the office.
4. Deadline management experience
5. Ability to cultivate team relationships with staff and volunteers.
6. Skilled with MS Office Suite, esp. Word, Excel, Publisher
7. Skilled in GSuite
8. Familiar with database administration
9. Associates degree or equivalent
10. Excellent English language skills
11. Able to troubleshoot basic software, e-mail, network and web issues
12. Website Development and Administration

Responsibilities:

Administrate and manage *church-wide* paper and electronic communications, provide worship support, act as a resource for employees and congregants, manage supplies, equipment, expenses, and act as technology, website, and database administrator. Technology includes equipment/server/internet.

Specific Duties and Tasks include (but are not limited to):

- **Administration and Purchasing:**
 - Organize the work of the church office, and delegating tasks to volunteers as necessary.
 - Maintain files (digital and hard copy) of all important policies, documents, and records.
 - Order and maintain office supplies and equipment (excl. cell phones, incl. all non-cellular phones, printers, monitors.)

- Monitor Office and Administration expenses.
 - Submit official Presbytery reports and statistics.
 - Print and mail newsletter.
 - Provide cost comparisons for any large purchases and/or major changes within the Office Budget, such as: office workgroup printers, computer support, website providers, telephone systems, upgrading wiring and routers, or congregational database software. Work with vendors as needed and provide them with correct information for fair market comparisons. When the budget is approved, follow through with purchasing items in the correct budget year. Monitor installation of all items.
- **Assist Clerk of Session in Maintaining Official Church Records**
 - Update/Maintain Church Rolls Book
 - Combine Session Minutes for Session Minutes Book
 - Process Letters of Transfer
 - Perform Yearly Statistical Reporting for Presbytery of Carlisle
- **Database Administrator** — Maintain, update, and manage the congregational database (CCB-Church Community Builder)
 - Oversee recording of weekly attendance in Church database.
 - Update member information in the Church database (special events, member status, contact information, etc.)
 - Oversee Group setup and function
 - Run Reports for Required Information (attendance, birthdays, etc.)
- **Congregational Care**
 - Notify parishioners of support group meetings and special events as requested by the Pastors.
 - Maintain Prayer List for Midweek Devotion and Sunday Bulletin
 - Post Birthdays in Monday Second Family News
 - Send Requests to Prayer Chain
 - Moderate Second Pres Prays Facebook Group
 - Communicate with Pastors and Care Team of congregational care concerns
- **Technology (equipment, server, internet) Point Person**
 - Maintain and update computer policy for the church computer equipment, software and routers.
 - Log all tech, computers, equipment, etc. with updates, dates of purchase, etc. into Setyl (church asset management database)
 - Trouble-shoot technology
 - Serve as point of contact for tech issues
 - Manage and order software updates/upgrades, new workstations, etc.
 - Create, Maintain, Organize Virtual File Cabinets (Google Drive)
 - Onboarding of New Staff (acquiring tech, setting up computers with access to Google accounts, church database, email, etc.)

- **Oversee Contracts**
 - Printer/Scanner/Fax Contract
 - CCB/church database contract
 - Web Hosting
 - Music and Video Licensing
 - Wix (Website Builder)
 - Canva
 - Live Streaming (Vimeo, Youtube, etc.)
 - Oversee tech support volunteer for software (not including Tech Team)

- **Communications**
 - Design, Develop, Maintain website, web events
 - Keep Church Calendar in church database (CCB)
 - Post Facebook Updates as needed
 - Design and send Midweek Devotion and Monday and Friday Second Family News via Mailchimp
 - Design brochures, advertisements, flyers, posters, and other digital and printed media
 - Respond to voicemail, phone calls, emails
 - Complete the Annual Report
 - Print envelopes, media, letterhead, etc. in office
 - Design, Print, Gather Mailing Volunteers for Newsletter (every other month)

- **Worship Support**
 - Design, Create, and Print all bulletins for worship (Sundays, special services, and funerals)
 - Create/Design Worship and Funeral Slides as needed

Conditions and Terms of Employment

Requirements of all Staff

- Comply with and enforce the Child Protection Policy & Procedures
- Accept work conditions and arrangements as provided for in the Personnel Policies and Procedures (referred to as “Employee Handbook”)
- Participate in staff functions as requested by the Head of Staff (e.g. retreats, meetings, trainings, etc.)
- Employee will observe confidentiality in the use of personal information

Hours: This is a salaried position. The employee in this position will manage their schedule to work an average of 40 hours per week throughout the year.

Work Environment: To accommodate a wide range of ministry needs and employee needs, employees work both remotely and in-site. Certain ministry functions can only be performed best on-site, eg., face to face, including but not limited to, relationship building, lawn maintenance,

conflict resolution, worship leadership, practicing on organ, and certain forms of planning. Employee must be physically on-site as needed to perform certain duties and fulfill responsibilities when physical presence is optimal, and as requested by the Supervisor. When physical presence on-site is not required for optimal performance or when not requested by Supervisor, off-site (remote) working may be possible as approved by Supervisor. Employee is responsible for documenting the effectiveness of off-site work, recording hours, and providing adequate internet connection, computer hardware, mobile phone, etc, to make remote work possible. Second Church provides on-site workspace and equipment as needed for all employees. Permission to work remotely is a privilege based on trust, the needs of the congregation, and other factors; that permission can be modified or revoked at any time for any reason.

Performance and Compensation Evaluation: Regularly at the discretion of the Personnel Committee.

Other Financial Compensation: as negotiated.

Pension/Retirement Savings: There are no retirement or pension benefits. (However, 403B benefits are offered to staff working 20 hours or more. Employees may contribute to a PC(USA) administered 403b retirement account.)

Health or Other Benefits: Please refer to the Employee Handbook

Overtime/Comp Time: This position is salaried.

Vacation: Please refer to the Employee Handbook

Sick/Personal Days: Please refer to the Employee Handbook

Holidays: Please refer to the Employee Handbook

Continuing Education Leave and Funds: Please refer to the Employee Handbook

Professional Expenses: Please refer to the Employee Handbook

Termination: Employee may be terminated for any reason with written notice to his/her last known address. If the employee resigns, the employee should provide a two week notice.

Supervision/Reporting: Lead Pastor/Head of Staff.

Revisions to this Job Description: This job description as outlined above does not state or imply that these are the only responsibilities. Under the direction of the Session, Head of Staff, or Personnel Committee, these responsibilities are subject to change.