

Wycliffe Presbyterian Church/Office Administrator  
1445 N. Great Neck Road, Virginia Beach, VA

**Objective:** We are looking for a responsible, proactive church office administrator to manage the daily operations of the church. Duties include: clerical support, assistance with financial operations, managing the Church calendar of events and maintaining accurate records. The office administrator supports the Pastor, administrative needs of the session and other church members.

**Responsibilities include:**

- Assist with preparation and production of the weekly worship bulletin, weekly online newsletter and Annual Report
- Management of the Church office and records
- Assistance with Financial Operations
- Serving as in-person and telephone receptionist
- Provide administrative support for Pastor, Church staff and session
- Maintain Church calendar and use of facilities

**Management of the Church office includes:**

- Procuring, maintaining inventory and overseeing storage of office supplies
- Maintaining office equipment and arranging for repairs as needed
- Receipt and distribution of mail, to include bulk mailings
- Maintaining files and data bases
- Maintaining membership records and statistical information of the congregation
- Assisting outside vendors – e.g. HVAC, Janitorial, etc. to include the scheduling and performance of maintenance and repairs

**Assistance with Financial Operations includes:**

- Working closely with the Church Treasurer
- Receiving and distributing bills for verification
- Posting completed payment requests
- Mailing and filing checks
- Maintaining paid invoice files
- Posting receipts and disbursements in financial software

**The ideal candidate should possess the following competencies:**

- Ability to deal effectively and tactfully with individuals – in person, over the phone and in writing
- Warm, enthusiastic and welcoming to members and guests
- Ability to work well with others, including members of staff, congregation and volunteers
- A demonstrated proficiency in Microsoft 365, Publisher, Word, Excel, Power Point and Google
- Excellent organizational skills, accuracy and attention to detail. Must be able to manage processes.
- Versatility, flexibility and a willingness to adapt to changing priorities

**Required Education and Experience**

High school graduate (or equivalent); some college preferred

Minimum 2 years of experience in a responsible administrative capacity

Candidates may submit their resume via email: [wycliffehr@gmail.com](mailto:wycliffehr@gmail.com)