

The First Church of Christ in Hartford (Center Church) is seeking a full-time office professional with demonstrable computer, organizational, and interpersonal skills to manage the day-to-day operations of a busy church office. Responsibilities include administrative and clerical office duties, office coordination, communications, database management, facility management, and supervision of three part-time positions - two Sextons and a Bookkeeper, and other duties as assigned. The Office Administrator will report to the Senior Pastor/Head of Staff.

Compensation: 60-65K with generous medical, dental and retirement benefits included.

We are a Progressive Christian Church, open & affirming to LGBTQ+, committed to the city and social justice in Downtown Hartford. Please visit <https://centerchurchhartford.org/> or <https://www.facebook.com/centerchurchhartford> to learn more about The First Church of Christ in Hartford.

## **Duties and Responsibilities**

### *General Administrative*

- Manage daily operations and maintain records, such as transfers of membership, baptisms, marriages, deaths and new members.
- Prepare weekly bulletin & E-News and other church publications and assist with Sunday worship details, as needed.
- Prepare staff agenda & staff meeting minutes
- Maintain office calendar & coordinate facility use using Google Calendar
- Coordinate annual events and miscellaneous fundraising, as needed.
- Update website as needed using WordPress
- Handle correspondence for church/minister and other professional staff
- Maintain and purchase office supplies and equipment for staff
- Interact with members, visitors and guests via phone, email and in person
- Uphold and maintain Safe Church Policy at all times

### *Oversee Staff*

- Schedule and supervise sexton's work duties.
- Schedule and supervise bookkeeper's work duties, collaborate as needed regarding church finances
- Track employee benefit time, general personnel tracking

### *Building and Property*

- Liaison for all insurances (property, health, etc.) & UCC Pension Boards

- Liaison with Travelers Garage
- Liaison with alarm monitor company for building security
- Project manager for major/minor repairs & building projects

### *Financial*

- Handle payroll, quarterly & annual tax filings, non-Sunday income records, petty cash, accounts payable, and provide pledge drive assistance as needed.
- Handle credit card codes and expenditures.

### *Knowledge, Skills & Abilities*

- Strong computer skills, experience with Word, Constant Contact, Google Workspace, Breeze and Gmail calendar. Experience with Constant Contact and WordPress for website preferred. Familiarity with QuickBooks helpful.
- Excellent communication skills.
- Ability to work with a diverse group of people.
- Ability to maintain confidentiality regarding sensitive and/or personal information

### EQUAL OPPORTUNITY EMPLOYER:

The First Church of Christ in Hartford is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

### TO APPLY:

We are only considering resume and cover letters submissions via email. All cover letters and resumes should be sent to [pastor@cchartford.com](mailto:pastor@cchartford.com). Please name your documents as follows: RESUME-LAST NAME.PDF and COVER LETTER-LAST NAME.PDF. Resumes will be accepted until the position is filled.