

Office Administrator (Full Time)

First Congregational Church of Winter Park

First Congregational Church of Winter Park (FCCWP) is a community of people that warmly and genuinely welcomes all, regardless of religious tradition, sexual orientation, marital situation, financial or social status. This is a church that abundantly welcomes everyone around the table. FCCWP is a home for all who seek to explore and feed their spirit through who they are and what they do... together.

The Office Administrator will be responsible for all administrative aspects of the life of FCCWP. This includes providing support and ensuring the office, church staff, and volunteer team is organized and efficient. This includes ability to handle human resources and volunteers, church board support, facility management, coordination and management with church vendors, weekly bulletin production, record keeping, technology oversight, and upkeep of church archives and REALM database.

Seeking a candidate with exceptional professionalism, empathy, hospitality, compassion, bias for action, ability to handle the needs of others, ability to offer creativity to initiate enhancements, ability to be flexible with work schedule, and meet impromptu demands. Church staff/employees are not required to be members of FCCWP.

Preferred Qualifications

- Minimum five (5) years office administrative experience with proven success interacting, partnering, and networking with leadership and constituents.
- Embody the *Open & Affirming* theology of the First Congregational United Church of Christ.
- Proven experience in maintaining records (e.g. membership, board, and committee) and database management systems.
- Facility, building and grounds management experience, including calendaring church events and serving as a liaison with wedding coordinators.
- Demonstrated ability to handle sensitive and confidential information with care and discretion.
- Excellent written, verbal, and interpersonal communication skills to assure professional interaction with leadership and constituents.
- Demonstrated leadership proficiency with the ability to lead, train, and schedule volunteers.
- Strong command of grammar skills and an ability to prepare correspondence from notes, meetings and author documents and reports.
- Strong computer/technology skills, including proficiency in Microsoft Office 365 (including Word, Excel, Outlook, PowerPoint), Constant Contact, Zoom, and social media platforms (i.e. Facebook, etc).
- Demonstrated strong organizational skills with attention to detail.
- Ability to work effectively in a team environment.
- Ability to manage time wisely and prioritize effectively.
- Anticipate needs, take initiative, proactively problem-solve, using sound judgment.
- Enthusiastic attitude and strong work ethic.
- Strong follow-through skills, orderly, and detail-oriented with ability to handle multiple work streams simultaneously and prioritize work.