



KENILWORTH PRESBYTERIAN CHURCH

ASHEVILLE, NC

Kenilworth Presbyterian Church is a congregation of the Presbyterian Church (USA) committed to sharing the love of God in Jesus Christ with one another, our community and the world. We are rooted in love as expressed by Christ to all creation. We seek someone to join us in these endeavors as we seek to follow God's call.

Job Description: Church Administrator

Summary of Responsibilities:

- This will be the primary support staff position for the work of the congregation
- The Administrator will be supervised by the Pastor
- The position will be up to 20 hours per week
- The person filling this position will need to be a welcoming presence, while maintaining a professional attitude with the ability to keep confidentiality with pastoral, financial, and other sensitive issues and concerns

Included Duties:

- Attend weekly staff meetings
- Serve as the primary contact in the church office by handling calls, emails, and visitors in a warm and welcoming manner
- Coordinate and support the main missions of the church community including the management of volunteer schedules
- Promote the campus facilities and manage their rental and scheduling
- Prepare and send weekly email blasts and social media posts
- Prepare and send monthly newsletters and church calendars
- Work with the committees of the church and assist with the coordination of special events
- Other duties as assigned

Desired Qualifications:

- High School diploma or GED
- Experience in church administration is a plus
- Strong computer literacy with administrative software and social media
- A welcoming presence, professional attitude and ability to maintain confidentiality

Pay Range:

- \$13/hour (salaried)
- The position will be supervised by the Pastor and subject to a 60-day trial period and an annual performance review

**Interested parties please send resume, cover letter and three professional references to
Kenilworthpresbyterianchurch@gmail.com Attn: Search Committee**