



FIRST PRESBYTERIAN CHURCH  
C O N C O R D

# JOB ANNOUNCEMENT

## *Church Administrator*

First Presbyterian Church of Concord, NC is an established, traditional church with a congregation of approximately 750 members located in the heart of historic Concord. We are seeking a *self-motivated, highly organized individual* to serve as the Church Administrator who would provide administrative, secretarial, and logistical support to the pastors, staff, and members of the congregation. Persons interested in applying are strongly encouraged to visit our website ([www.firstpresconcord.org](http://www.firstpresconcord.org)) to learn more about our church.

### **Skills & Qualifications**

- Bachelor's degree from a four-year accredited college or university is preferred.
- Minimum of 3 years of experience in either church, non-profit or corporate settings; prior church experience preferred.
- Must be proficient in use of the Microsoft Office Suite including Outlook, Word, Excel and Publisher; experience with church databases (Shelby) and Constant Contact preferred.

### **Core Competencies**

- Communication & Interpersonal: Demonstrates excellent communication skills with a positive and calm attitude; able to work with a variety of personality types across the church and community with professionalism and sensitivity; understands the importance of discretion and maintains confidentiality with strict discipline.
- Organizational & Multi-tasking: Possesses ability to understand logistics and determine the processes necessary to get things done; understands how to separate, prioritize and combine tasks into an efficient work flow; ability to manage and complete multiple projects simultaneously.
- Proactive: Takes initiative and leadership role in accomplishing tasks; seeks out answers and information when needed; can work independently and as a member of a team.
- Team player: Contributes to the process of sharing best practices, identifying and solving common problems; able to interface with multiple groups with competing goals.

This is a full-time position with benefits. Qualified and interested candidates should email a Cover Letter, Resume, and at least 3 work references to First Presbyterian Church at [ConcordFPC@gmail.com](mailto:ConcordFPC@gmail.com). All responses should be submitted by March 29, 2019. We are an Equal Opportunity Employer and will consider all applicants.