

Office Administrator

First Congregational Church of Stamford is an open & affirming congregation that embraces everyone including LGBTQIA+ communities. FCC exists to create and cultivate communities of faith, hope, and love. We are located in a very diverse cultural neighborhood and are looking to hire an Office Administrator. This position requires an assortment of duties including general office management, bookkeeping coordination, church facilities supervision, assisting with community events and programs, and social media communication, among other duties. FCC looks for a person who loves God and loves working in a church environment serving with humility in the beloved community of faith.

What You'll Do...

- Handling all day-to-day operations of a small office.
- Managing employee and congregation records.
- Coordinating administrative activities, retrieving, organizing, and disseminating information to staff, church members, and community partners.
- Working with the Lead Director/Pastor, staff, and church leaders to develop the church calendar, accounting for all religious holidays and events/programs in the church facilities.
- Maintaining inventory of office supplies, checking needed cleaning materials and hospitality groceries; and ordering when needed.
- Ensuring anything requiring maintenance is attended to appropriately and overseeing vendors.
- Creating and designing worship slides and assembling bulletins.
- Ensuring effective communication that includes different mediums: written, verbal, electronic, recorded, social media, etc.
- Designing the weekly e-blast and announcements; compiling quarterly/annual reports.
- Managing the church website and helping Sunday mornings with livestream production. (A critical thinker is crucial, a person who may identify and solve technology-related issues or a person who is eager to learn new technology in a digital era.)

Why You're Right For The Job...

- You get along well with all kinds of people from different cultures, ethnicities, races, gender identities, sexual orientations, or different capacities, and treat every individual with kindness.
- You're a person who greets people warmly and provides assistance in answering questions and directing them as needed.
- You're a team player and effective communicator with a proven ability to build strong cross-functional relationships.

- You're a person who has strong management/administrative skills and the ability to understand basic financial statements.
- You have excellent written and oral communication skills.
- You are a self-starter; a person eager to learn new technology and willing to take on new responsibilities.
- You are teachable and love learning new ways of working in partnership.

Education/Experience

Associate degree or bachelor's degree related to church management/administrative work office (or equivalent) and some management experience in church settings is a plus.

Demonstrated high level of efficiency in MS Office Suite of Products (Word, Excel, PowerPoint, Publisher), and social media. Knowledge – or a willingness to learn – an operating software.

Excellent organizational skills, accuracy, and attention to detail.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and stand. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds.

Application and Job Specifications

You must submit a cover letter and resume to be considered for this job opportunity. This position is on-site in the Stamford office and will begin ASAP. Employment compensation is commensurate with experience (\$21-28 hourly.) This is a minimum 25-28 hours per week position and reports to the Lead Director/Pastor. Work time and schedule: Sunday (9:00am-1:00pm) Monday-Thursday (9:00am – 3:30pm, negotiable); some weekends/evenings may be required. Compensation for this position includes holiday leave, paid vacation, and sick leave as outlined in the Employee Handbook.

First Congregational Church will provide the training required to improve the person's current skills or needed skills to excel in the performance of this position.

We are an Equal Employment Opportunity (EEO) Employer

We believe that diversity makes us better. The FCC welcomes and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, color, national origin, ancestry, religion, gender and gender identity, sexual orientation, family medical history or genetic information, pregnancy, parental status, military service, veteran status, citizen status, political affiliation, disability status, or any other non-merit-based factor.

Please, email your letter of interest and resume to nestor@fccstamford.org