Troy, Michigan | www.troynorthminster.com

Northminster is open and inclusive, a welcoming and caring congregation.
Our core purpose is to love God and our neighbors as we seek to understand, respect and celebrate our differences.

Skills

- **Administrative Skills**
- **Calendar Management**
- **Communication Skills**
- **Equipment Maintenance/Repair**
- **Intuit Quickbooks**
- **Microsoft Excel**
- **Microsoft Office**
- **Microsoft Windows Operating System**
- **Microsoft Word**
- **Music**
- **Newsletter**
- **Order Supplies**
- **Policy Development**
- **Printing**
- **Problem Solving Skills**
- **Procedure Development**
- **Public/Media/Press/Analyst Relations**
- **Social Media**
- **Statistics**
- **Team Player**
- **Telephone Skills**
- **YouTube**

Position Description

Title: Office Administrator

25 hrs/wk; $19,000 annual salary, in person. Remote hours to be re-negotiated after one year. The position is five hours/day, five days a week, Monday through Friday.

Two weeks vacation and five sick days. Additional vacation and sick days accrue over time

Responsibilities:

- General Office Administration:
  - Respond daily to phone calls, emails, and drop-in visitors.
  - Maintain calendar, official records, membership list, and statistics.
  - Order supplies, arrange for service, and maintenance of equipment.
- Manage clerical work as requested by the Pastor and Director of Music, as well as assist with requests from some committees.
- Assemble**,** format, and print the weekly order for worship, as well as other special worship services.
- Assemble, format, and disseminate the weekly email, monthly newsletter, and the annual report.
- The candidate shows skills in reading/correcting/editing. They have a keen eye for finding grammatical and spelling errors in items as part of the process of printing the bulletin, newsletter, Tuesday email, etc.

- Maintain correspondence and communication with worship guests, others in the larger Troy area, as well as those who contribute to memorial funds.
- Write checks for payroll and authorized bills.
- Other tasks as needed.

Relationships:

- Work under the direction and guidance of the Pastor
- Work in a team relationship with the Pastor and other staff members
- Works under the Clerk of Session and Session should the Pastor be on leave.

Requirements:

- Must have excellent communication skills and a welcoming attitude for working with all types of people.
- Must use own initiative on routine tasks within defined procedure and policy.
- Must be able to operate in a Microsoft Windows environment, Microsoft Office Suite (Word, Publisher, Excel) and be capable of managing or willing to learn how to use QuickBooks, and a database in PowerChurch program.
- Must be able to manage social media administration, website, and YouTube and have familiarity with other public relations tools.

Additional Desired Skills

- The candidate is adaptable and flexible. Our congregation welcomes creative ways to solve problems.
- The candidate shows initiative, seeking out and learning new technologies for achieving the church's mission.
- The candidate has skills or is willing to learn graphic design using Photoshop or Canva.

Contact: Submit resume to northminsterpersonnel@gmail.com by January 5, 2026