



POSITION DESCRIPTION OFFICE ADMINISTRATOR

OPPORTUNITY:

First Congregational Church of Stamford (FCC Stamford) is an open & affirming congregation that embraces everyone including LGBTQIA+ communities. FCC Stamford exists to create and cultivate communities of faith, hope, and love. We are located in a very diverse cultural neighborhood of Stamford, Connecticut 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 Stamford 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, including facilities management.
- 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.
- Designing the weekly e-blast and announcements; compiling quarterly/annual reports.
- Experience with website maintenance and social media is a plus but not required.

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 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:

- GED with 10 years of experience, associate degree or bachelor's degree related to church administrative work office (or equivalent).
- Familiar with common office productivity and collaboration software, such as MS Office suite, Google workspace, online project management and file sharing tools.
- Excellent organizational skills, accuracy, and attention to detail.
- Experience with customer/constituent relationship management software a huge plus but not required.

COMPENSATION AND BENEFITS:

This is a part-time position (roughly 22-25 hours per week) that is on-site in the Stamford office. Employment compensation is commensurate with experience (\$24-28 hourly.) The position reports to the Lead Director/Pastor. Work time and schedule is Monday-Thursday (9:00 a.m. – 3:30 p.m. with some weekends and evenings required), but days and times are negotiable and there is the possibility for some hybrid work; some weekends/evenings may be required. The position includes holiday leave, paid vacation, and sick leave as outlined in the Employee Handbook. FCC Stamford will provide the training required to improve the person's current skills or needed skills to excel in the performance of this position.

EQUAL OPPORTUNITY EMPLOYER:

We believe that diversity makes us better. FCC Stamford welcomes and provides equal employment opportunities 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.

TO APPLY:

The search is being conducted by The Strategy Group. Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as ONE PDF DOCUMENT titled "Last Name Cover Letter and Resume" to nonprofitjobs@thestrategygroupllc.org. Please title emails as FCC STAMFORD SEARCH in the Subject Line. Resumes will be accepted until the position is filled.