



We are seeking to fill a key role as our current Office Manager is retiring after years of dedicated service. We are looking for someone who is organized, enjoys people, and is able to maintain confidences appropriately.

Key Responsibilities:

Reception & Communications

- Greet and assist visitors to the church office
- Monitor and respond to communications: phone calls, voicemails, and emails
- Share information with new/prospective members about church life

Records & Office Management

- Maintain accurate records, including membership, attendance, and milestone events
- Order and manage office, janitorial, and worship supplies

Publications, Social Media, and Digital Content

- Collaborate on and produce weekly worship bulletins and occasional newsletters
- Distribute digital communications: the Park Bench weekly e-news
- Share pertinent events and information on social media
- Help prepare the annual report and submit required denominational documents

Supports church leadership and staff

- Provide administrative support to church Boards and Teams
- Process paperwork related to bank accounts
- Submit payroll, maintain PTO records, and support staff documentation

Facility & Financial Support and Coordination

- Coordinates with Trustees for service calls and supports basic facility maintenance schedules
- Functions as the point person for communication for outside groups seeking to rent church space, working with the Trustees
- Updates and coordinates the church calendar and building use schedule

Ideal Candidate

- Friendly, welcoming, and professional demeanor
- Strong communication and organizational skills
- Proficient with office software, including: Microsoft Word, Excel, and Google Workspace
- Comfort with databases and tools such as Mailchimp,
- Able to learn new platforms as needed
- Discreet and trustworthy with confidential information
- Self-motivated and works well with others
- aligned with the church's mission

Send resume and cover letter to: Search@Parkchurchnorwich1874.org
interviews begin immediately

Job Type: Part-time

Salary range: dependent on skills and experience

Expected hours: 15-20 per week flexible hours, as mutually agreeable

PARK CONGREGATIONAL CHURCH VISION STATEMENT

*We are an inclusive community drawn together
to open our hearts, minds, and lives to the teachings of Christ.*

*Our vision for Park Congregational Church
is to enrich our lives and the lives of others through faith and spiritual growth.
We cherish a diversity of views which allows us to celebrate the glory of God
and welcome every person no matter who they are
and no matter where they are on life's journey.
We will achieve our vision by implementing ministries that serve the church,
the local community, and the world.*

PARK CONGREGATIONAL CHURCH MISSION STATEMENT

*Our mission at Park Congregational Church is to embark
on a mindful journey to follow
in the ways, teachings, and example of Christ;
to love God with all our heart, mind and strength;
and to love our neighbors as ourselves.*