**Presbyterian Church of Lake Travis**

**14820 Hamilton Pool Road**

**Bee Cave, TX 78738**

**512-494-5950**

**Office Administrator (Part-time)**

**Position Description**

The Presbyterian Church of Lake Travis is a congregation of approximately 70 worshippers, located in the Bee Cave community between Spicewood, Lakeway, and Dripping Springs. We are seeking a part-time office administrator. This individual will be responsible for general office tasks related to the mission and ministry of the congregation. Tasks include, but are not limited to, the following:

* maintaining the church membership database
* assisting with website updates and maintenance
* creating and sending weekly newsletters using Mailchimp or a related product
* creating and printing weekly worship bulletins
* maintaining files on payments to vendors
* ordering curriculum and supplies
* working with (and being present for) volunteers from the congregation
* supporting the work of members of the Session (our governing board), especially the Treasurer and the Clerk/Secretary
* supporting the work of other staff members (pastor, music director, intern)
* communicating with the contract bookkeeper as needed

Competency with basic office tech is essential, particularly Microsoft Office 365 suite of products (Outlook, Excel, Word), online databases, website interfaces, e-news platforms, copiers/scanners, etc. Familiarity with Quickbooks Online is desirable, but bookkeeping and financial accounting are not part of this position.

This is a part-time position, requiring on-site office hours, not to exceed 20 hours/week. Schedule is negotiable. Position is available immediately (as of 1/3/2023).

To express interest, please send an email to Rev. Jack Barden at [pastor@pclt.faith](mailto:pastor@pclt.faith).