

## First Presbyterian Church of Alameda

### Office Administrator

First Presbyterian Church of Alameda (FPCA) is seeking to hire a part-time Office Administrator (15 to 20 hours per week). Primary functions are to provide administrative assistance, reception, and church communications. The position reports to the Pastor (Head of Staff), under the direction of the church Session and its Personnel Committee.

#### **Skills, Qualifications, and Requirements:**

- **Technical:** Proficiency with Microsoft Office Suite and ability to use or learn other related office software and database services.
- **Communications:** Requires excellent verbal and written communications skills. Ability to format communications and creativity with graphics and pictures. Proven discretion with confidential or sensitive information.
- **Professional Commitment:** Understanding of the fundamentals of Christianity and/or other faith traditions, demonstrating personal and professional commitment to working in a values-based organization serving the community.
- **Hiring Requirements:** Proof of eligibility to work in the United States and a standard employment background check will be required prior to hiring.

**Compensation:** Part-time, regular-hire position, paid hourly at the rate of \$24 to \$26 per hour, commensurate with experience. Paid time off for holidays that coincide with regularly scheduled workdays, plus eight days of scheduled paid vacation time each year.

**How to Apply:** Request a copy of the full job description and/or submit resume with cover letter by email to: [office@alamedachurch.com](mailto:office@alamedachurch.com) (subject: Office Admin Position)

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