

Part-Time Administrator Position

The First Presbyterian Church of La Grange has an immediate opening for a part-time Office Administrator. The 25 hour/week position is vital in overseeing the administrative operations and facilities management for the church, acting as the hub for coordinating office administration, supporting committees and ministries, managing building use and ensuring Sunday services and special events run smoothly.

The Office Administrator handles a wide array of responsibilities including managing office systems like phones and mail, preparing materials for various groups, scheduling facilities usage and room setups, producing special event bulletins and service handouts, keeping accurate attendance records, and processing special donations and acknowledgments. Strong organizational skills, confidentiality and attention to detail are critical as the administrator juggles diverse tasks and acts as the front-line contact for general inquiries.

Preference will be given to applicants who have familiarity with Microsoft Word and Outlook. Additional organizational skills and hospitality experience are a plus.

Please email resume or inquiries to the Pastor, The Reverend Jonathan Krogh, jkrogh@fpclg.org, with the subject line: Office Administrator Application.