

New Albany Presbyterian Church (NAPC) seeks a new staff team member to participate in our God-given mission and ministry by providing administrative support to NAPC, benefitting the congregation, leadership, and staff.

Our Mission:

New Albany Presbyterian Church exists to glorify God through lives changed by Jesus Christ.

Our Belief:

From the time that Jesus rose from the dead and his followers went out into the world to proclaim the greatest news of all-time, Christians have held to statements that summarize what they believe. God's amazing love for his people despite human sinfulness compels Christians to continue to share this wonderful Gospel message. The earliest statement of faith was "Jesus is Lord."

For more information on our beliefs, please refer to our [beliefs on our website](#).

Background:

NAPC is a growing family focused on sharing the love of God in Jesus Christ to all who have ears to hear. We are currently operating as a mobile church while we await the completion of our future home, currently under construction. It is an exciting time to join and be part of our transition into our permanent space!

We hold two worship services each week, a Traditional and an Acoustic service. In addition, special services are occasionally held throughout the year to praise and glorify our amazing God. Our Traditional Worship service features our Sanctuary Choir, leading us in congregational worship from the hymnal. Our Acoustic Worship service involves guitar-led singing of contemporary worship songs and modern hymns. In both worship services, the Gospel is preached, and the Word of God is shared through the same Christ-centered sermon. You will find attire from casual to dressy at either worship service.

Position Summary

This 12 hour per week/hourly position will labor joyfully and with excellence in carrying out duties crucial to the operations of NAPC as further described below. This new team member must be flexible and approachable, and should possess strong organizational and communication skills. This person will often work independently, but will regularly collaborate with NAPC's Operations Committees. This position will report to the Associate Pastor.

Essential Functions

Financial Support:

- Weekly accounts payable (bill payments, account coding, and bank transfers).
- Weekly accounts receivable (tracking contributions, deposits, and preparing scorecard).

Administrative Support:

- Greets in-person visitors (when in office).
- Answers phones, takes messages, and sorts mail.
- Prepares, proofs, and prints bulletins for all worship services.
- Updates member roles and group rosters.

Operational Support:

- Schedules vendors in coordination with Operations Committee
- Maintains building usage calendar.

Other duties as assigned and as time allows.

Education & Experience

- Minimum of two years in administrative role, or other relevant experience which enables person to execute the essential functions of this role.

Competencies

- Must be able to exercise initiative, judgment and sound problem solving skills.
- Must be able to operate independently as well as collaboratively within a team concept.
- Must possess strong organizational and administration skills.
- Demonstrates strong attention to detail, written and verbal communication skills
- Proficient in use of computers for data management, word processing, e-mail, etc.
- Demonstrates a willingness to be flexible in a fast-pace environment, versatile and adapts to a changing work environment while maintaining effectiveness and efficiency.
- Establishes and maintains positive working relationships with others, both internally and externally.

...all to the glory of God!

Application Process:

If you meet these requirements and believe God is leading you to this position, we want to hear from you! Interested candidates should submit a resumé and any other relevant materials or links to jobs@newalbanypresbyterian.org.

Additional Contact Information:

[New Albany Presbyterian Church](#)

5321 Harlem Road, New Albany, OH 43054; (614) 933-9680