

PART TIME ADMINISTRATIVE CONTRACTOR FOR COMMUNICATION OFFICE AT NATIONAL PRESBYTERIAN CHURCH

The National Presbyterian Administrative Contractor for the Communication Office is an hourly contracted position with room to grow. The position is 10-15 hours per week and is under the direct supervision of the Communications Director. Work is a combination of onsite and remote. Sunday morning availability a must. We are seeking an organized, energetic, effective administrator that is seeking part time work.

Primary tasks include:

- Printing materials
- Monitoring live streaming events, including Sunday morning online live streaming from the Sanctuary (approximately 8:30 am – 12:45 pm every Sunday)
- Stocking supplies
- File and data management
- Emails
- Tracking metrics
- Other administrative support for communication

Qualifications:

- Proficiency with MS Office (Word, Excel, Outlook, PowerPoint)
- Excellent written and communication skills, especially editing, grammar and spelling
- Ability to work independently
- Detail oriented and accurate
- Familiarity with Indesign a plus
- Proficient in taking photographs a plus or willing to learn
- Availability to work Sunday mornings
- Comfortable working in a church environment, and commitment to furthering Christian ministry

Other requirements:

- Must be willing to submit to and able to pass a background check.
- Own transportation.
- Available to work during business hours and in the office.

About National Presbyterian Church:

A vibrant, multigenerational church with a rich heritage and Christ-centered approach, National Presbyterian Church is made up of approximately 1,600 members from across the DC metro area. During the pandemic, NPC has adapted its ministry to include live-streamed worship from the sanctuary every Sunday; ordinarily, there are 3 services every Sunday morning, including a

contemporary service. National offers a variety of classes and programs for adults, children, and teens; guest speakers and concert series throughout the year; and service projects both locally and internationally. National Presbyterian is part of the PC(USA) denomination.

To Apply:

Please send a resume and cover letter to cwilkerson@nationalpres.org.



Contact:

Charla Wilkerson
Communications Director
(202) 537-7574

cwilkerson@nationalpres.org