

OPEN & AFFIRMING CONGREGATION HAS GREAT OPPORTUNITY FOR PART-TIME OFFICE ADMINISTRATOR!

Pioneer Ocean View United Church of Christ is an Open and Affirming church overlooking beautiful Mission Bay in the Clairemont neighborhood of San Diego. We are seeking a part-time Office Administrator to handle a variety of duties, including basic office tasks, coordinating facilities usage by outside entities, preparing materials for Sunday worship service, and general administrative support for pastor and lay leaders.

The ideal candidate should possess the following qualifications: minimum three (3) years of experience as an office administrator, or comparable position; exceptional communication skills (verbal, written, and interpersonal); proficient in a variety of applications including Microsoft Office and MailChimp; experience managing content on websites and social media accounts; keen attention to detail; and proven track record in organizing and maintaining administrative records. In addition, experience using cloud-based and digital records management system as well as familiarity with church management software (Breeze) and worship presentation software is a plus.

As the public face of our church, the Office Administrator must be personable and friendly, as well as someone who can maintain confidentiality. The ideal candidate will embody our mission: "Extending God's extravagant welcome to all, we serve our community with openness and acceptance."

This is a part-time position (20 – 25 hours/week) with some flexibility in work schedule. Salary is commensurate with experience. If you would like to be considered for this position, please send a cover letter and resume to povuccsd@gmail.com.