



SIXTH
presbyterian CHURCH

1688 Murray Avenue
Pittsburgh, PA 15217-1498
(412) 421-2752
www.sixthchurch.org

Rev. Sarah Robbins, Interim Pastor

POSITION OPENING

December 2023

Office Administrator (Part-time, Non-Exempt)

As a congregation that celebrates the breadth of God's creation and the many natures of God's children, Sixth Presbyterian enthusiastically encourages applications from diverse candidates. We invite your interest and referrals for the following job opening;

Sixth Presbyterian Church seeks to fill the position of Office Administrator. This is a part-time position requiring 20 hours per week and will report to the Head of Staff.

The Office Administrator provides consistency and excellence in serving the spiritual life of our congregation through management of the church office, creation and distribution of publications, and maintaining membership and stewardship databases. They directly support church leadership and committee chairs.

This position requires regular in-person office hours. Although typical office hours would be from 9:00am — 2:00pm Tuesday through Friday, there is some schedule flexibility. Proficiency in Microsoft Word/Excel/Publisher and Outlook is necessary. A full job description is available on request. Salary and health benefits with a range from \$20-22/hour, and will be commensurate with qualifications and experience. Additional benefits include personal time off and on-site free parking at our Squirrel Hill location. .

Interested candidates should reply with cover letter and resume to

sixthsearchcommittee@gmail.com.

Sixth Presbyterian Church provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.