

1st Presbyterian Church of Lansing, Michigan, announces recruitment of the following staff position:

Title: Church Administrator

Description of 1st Presbyterian Church of Lansing, Michigan, and its Vision: 1st Pres sits with a full view of Michigan's state capitol in downtown Lansing. We have an active Christian ministry to the community that is vigorous and multi-faceted including the most active food pantry in the area, a community garden, active engagement in racial reconciliation, and other community services/activities.

Position Purpose: To provide leadership for and perform many of the administrative responsibilities of First Presbyterian Church of Lansing. This position has responsibility for the weekday functions of the office and building. The community engagement posture of the church requires significant interaction with organizations and individuals both within and outside of the church family.

Accountability and Staff Relationships: The Church Administrator is supervised by and works closely with the Pastor as head of staff. The position joins a staff that includes, in addition to the Pastor, Director of Congregational Life and Outreach, Director of Christian Education and Youth Ministry, Director of Music, Custodian and Pastoral Assistant.

Qualifications: This preferred candidate will demonstrate experience in general office administration, proficiency with relevant software, and competency with bookkeeping. It also is essential that this individual have the ability to interact effectively and empathically to a wide range of individuals starting with 1st Pres staff and members but extending to anyone in the church community orbit.

Key Areas of Responsibility Include:

- 1) Church Office Management
- 2) Facility Management
- 3) Financial Management
- 4) Public relations and marketing
- 5) Staff and Member Relations

Classification: Full-Time, "at-will", exempt position.

Compensation: To Be Determined Based on Experience and Education

Application Process and Deadline: 1st Pres has a deep commitment to social justice and community engagement. The church also values a diverse workplace and strongly encourages Black, Indigenous and People of Color (BIPOC), LGBTQ+ individuals, and people with disabilities to apply for this position.

The position description can be found at:

<http://lansingfirstpres.com/>

Applications are due no later than April 4, 2025. Please send resume with cover letter to: bcalvert@lansingfirstpres.org. Interviews will be scheduled with qualified candidates as application materials are presented.

3/20/25