

## **JOHN KNOX PRESBYTERY ADMINISTRATOR**

The John Knox Presbytery, a Mid Council of the Presbyterian Church (USA) with member churches in Wisconsin, Iowa, and Minnesota, seeks a full-time (32 hours/week) administrator in its office in Richland Center, Wisconsin, to assist the Executive Presbyter and the Presbytery's committees in managing Presbytery affairs and responding to the needs of its member churches. The start date for the position is October 1, 2017.

The position's responsibilities include maintaining the Presbytery's files, master databases, and website; overseeing the handling of Presbytery communications, including mail, email, and social media; coordinating and attending quarterly Presbytery meetings; maintaining financial records and working with the Presbytery's Fiscal Operations Task Force and outside accountants to prepare financial reports, prepare and track budgets, and pay Presbytery expenses. The successful candidate will demonstrate attention to detail, have good interpersonal skills, possess adequate technical expertise, have a team orientation, and show initiative.