

Church Operations Administrator – Part Time

Northminster Presbyterian Church in Indianapolis, Indiana is seeking a detailed oriented, organized and professional applicant for the newly created position of Church Operations Administrator. Northminster is a well-established and vibrant church located in the Broad Ripple area of Indianapolis. The person that serves in this position will provide for efficient and effective business operations of the Church community and facility. As a vital member of the NPC staff team, the Church Operations Administrator will supervise the office staff, and manage the facilities and NPC's technology needs, all to further the mission, spirit and offerings of Northminster. This individual will work closely with the office staff and the Building and Grounds Committee. Five (5) years or more of experience in the field of non-profit management and a Bachelor's degree is preferred. The candidate should also have demonstrated project management skills, strong written and verbal communication skills, prior experience with personnel and property management, and strong computer skills with experience with Office 365 and Sharepoint. This is a part time position requiring approximately 20-24 hours per week with flexible scheduling. If interested, please email your resume and any questions to jobs@northminster-indy.org.