

Administrator & Ministry Support Director (Full-Time)

Washington Presbytery seeks a faithful and skilled professional to serve as our Administrator & Ministry Support Director. This ministry-focused position serves as the vital connection point for our Presbyterian community, supporting our mission through administrative leadership, digital engagement, and collaborative ministry support. The ideal candidate will combine strong organizational abilities with a heart for Presbyterian ministry, managing our virtual operations while fostering meaningful connections among our congregations, committees, and leadership teams.

Working primarily in a remote environment, this position requires someone who can balance technical expertise with relational skills, ensuring efficient operations while maintaining the personal touch that is central to our Presbyterian identity. The role offers an opportunity to support Christ's work through the Presbytery while helping modernize and strengthen our administrative systems and communications.

Key Responsibilities:

- Support ministry groups and committees with administrative and programmatic tasks
- Manage digital communications, including websites, social media, and e-newsletters
- Oversee virtual administrative operations and presbytery scheduling
- Provide administrative support to the Financial Secretary and the EP/Stated Clerk
- Coordinate virtual and hybrid meetings and events

Qualifications:

- Bachelor's degree and strong administrative experience
- Knowledge of Presbyterian polity and ministry contexts preferred
- Proficiency with video conferencing, cloud storage, digital workflows, website management, and Microsoft Office
- Excellent communication and organizational skills
- Self-motivated with ability to work remotely and independently

Compensation & Benefits:

- Salary range: \$42,000 - \$50,000 plus benefits package up to \$68,700
- Remote work support including home office allowance and technology stipend
- Medical insurance stipend or Board of Pensions participation
- Retirement plan with employer contributions
- Generous paid time off and professional development support

Work Environment:

- Primarily remote with occasional visits to the Presbytery hub site
- Flexible schedule with virtual meetings

To apply, please submit your resume and cover letter to Rev. Jeri-Lynne Bouterse, Interim Executive Presbyter via email: exec.washpres@gmail.com