



JOB OPPORTUNITY

Part-Time Office Administrator

Tuesday-Friday, 9am-3pm

\$21,000 annual

St. Mark's Presbyterian Church, Lomita

Must be able to work as part of a faith-based ministry team. Must possess excellent written and oral communication skills, as well as computer proficiency. The ability to work independently is essential.

Must be able to conduct the day-to-day affairs of the church office; handle mail, phone, and in-person inquiries from visitors and on-site groups; book church and other outside events; maintain official member rolls and registers; maintain the church's social media presence, including posting events and updates to Facebook and keeping the church website up-to-date; prepare weekly worship bulletin, bi-monthly newsletter, and assemble monthly and annual church reports.

Minimum Job Requirement – Two years' work experience or equivalent combination of education and experience are required. Microsoft Office and social media proficient; Live Scan background check (reimbursable expense), a valid driver's license. Probationary period is 6 months.

Application Method: E-mail resume and cover letter to lomitastmarks@sbcglobal.net with attention to Personnel Committee

St. Mark's Presbyterian Church

24027 Pennsylvania Avenue
Lomita, CA 90717

Phone: (310) 326-4086

E-mail: lomitastmarks@sbcglobal.net

www.stmarkspres.org



JOB OPPORTUNITY

Family Ministry Director

Part-Time 10-12 hours per week



St. Mark's Presbyterian Church

The Director of Family Ministries provides programs of education, fellowship and spiritual growth for children, youth, and their families. The Director of Family Ministries is a person of strong personal faith in Jesus as Lord and Savior who is committed to sharing that faith with our children, youth, and their families and helping them explore and grow in their own faith journeys. The Director will develop and lead a disciple-making program with elements of scripture study, prayer, fellowship and mission.

Qualifications - Must have a faith in Christ, baptized and familiar with the Presbyterian Church (USA) denomination and the Reformed Tradition; experience in implanting programs and ministry events, training volunteers; able to supervise the safety of children and youth; familiar with social media for communicating with students and families.

College level education preferred. Seminary background is a plus.

Minimum Job Requirement – References, professional and personal; Live Scan background check (reimbursable expense), a valid driver's license. Probationary period is 6 months.

Compensation – Annual salary is \$16,500 - \$18,000 commensurate with experience.

To apply- please send a resume and cover letter by email only, attention to Personnel Committee.

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