



**Part-Time Position Available
Office Administrator
Historic Franklin Presbyterian Church
435 Main St.
Franklin, TN 37064**



A church centrally located in downtown Franklin is offering a unique opportunity for an experienced candidate to fill the 20 hours per week position of Office Administrator.

POSITION SUMMARY: This position includes but is not limited to proficiency in 1) general administrative duties, 2) computer skills involving software programs related to church administration, databases, and electronic record keeping and 3) interpersonal skills related to both verbal, written, and electronic communication. The position also includes some bookkeeping responsibilities.

EXPECTATIONS:

- Adopt an attitude of service as a priority.
- Adopt a sense of ownership for purposes of problem solving and meeting deadlines.
- Conduct oneself professionally and strive towards continual improvement.
- Respect privacy and maintain confidentiality.
- Demonstrate commitment to HFPC by treating all with respect.
- Demonstrate flexibility and the ability to manage multiple tasks.

QUALIFICATIONS: High school diploma; college degree preferred. In addition, the candidate must be generally tech savvy with strong proficiency in Microsoft Office Suite and Canva, creating weekly e-announcements and monthly newsletters. Familiarity with database and financial software is preferred. The candidate must also demonstrate the ability to manage deadlines, maintain good public relations, and maintain a church-wide calendar. Moreover, the candidate must have excellent verbal, written and electronic communication skills, be able to work with minimal direction, and be dependable, adaptable, flexible, and detail oriented.

STARTING DATE: As soon as possible (Passing a background check is required before employment.)

SALARY: \$20-\$22 per hour

INTERESTED? Please email a resume **and** letter of interest to personnel.hfpc@gmail.com.

(A complete job description is available upon request.)

Historic Franklin Presbyterian Church is an Equal Opportunity Employer.

January.2026