

# **Executive Administrator**

First Presbyterian Church of Santa Clara  
Full-Time | Salaried | On-site | Santa Clara, CA

## **Summary**

First Presbyterian Church of Santa Clara is seeking a full-time Executive Administrator to serve as the central administrative and operational support for the church's day-to-day life and ministry. This role supports the Senior Pastor, staff, and lay leadership by ensuring that church operations run smoothly, systems are well-managed, and the church is prepared to serve its congregation and community with excellence.

This position is well-suited for a highly organized, people-centered professional who thrives in a dynamic environment, exercises sound judgment, and values meaningful, mission-driven work. The Executive Administrator plays a key role in enabling ministry by creating clarity, consistency, and strong administrative systems.

## **Key Responsibilities**

### **Administrative & Operational Support**

- Serve as the primary administrative and operational support for the Senior Pastor
- Manage day-to-day office operations, schedules, communications, and workflows
- Act as a central point of contact for staff, congregants, and external partners

### **Systems & Office Management**

- Maintain and administer church management systems, databases, and administrative tools
- Coordinate office processes and documentation to support efficient operations
- Identify opportunities for process improvement and increased organizational clarity

### **Facilities, Vendors & Events**

- Coordinate vendors and facilities-related needs
- Support church programs, committees, and key events with logistical and

administrative planning

## **Financial Administration (Support Role)**

- Provide administrative support to the Treasurer and Finance Elder ● Assist with the coordination of financial processes, documentation, and communication
- This role does **not** include financial decision-making authority or fiduciary responsibility

## **Qualifications & Experience**

- Minimum of 3 years of experience in office management, executive support, or administrative operations
- Demonstrated ability to manage calendars, communications, and competing priorities
- Proficiency with Microsoft Word, Quickbooks and related programs; experience with administrative systems required
- Strong organizational skills and ability to work independently in a dynamic environment
- Proven ability to handle confidential information with discretion and professionalism
- Comfort working in a faith-based environment and alignment with the mission and values of a PC(USA) church
- Strong problem-solving skills and a collaborative, “roll up your sleeves” approach
- The ability to bend and lift up to 30lbs

## **Work Schedule & Time Expectations**

This is a full-time, salaried position that begins in April with an expected workload of approximately 40 hours per week.

Core required hours:

- Monday–Friday: 9:00 a.m. – 4:00 p.m. PT
- Sunday: 9:30 a.m. – 12:30 p.m. PT

Sunday presence is required as part of the role’s operational responsibilities, as this is a primary day of church activity. Occasional schedule adjustments may be made to balance workload across the week.

## **Compensation & Benefits**

- Salary range: \$65,000–\$85,000 annually, commensurate with experience
- Additional comprehensive benefits package to be discussed during the interview

## **Don't Meet Every Requirement?**

We are committed to building a welcoming workplace. If you are excited about this role but do not meet every listed qualification, we encourage you to apply. Your experience and perspective may be a strong fit for this role or future opportunities at First Presbyterian Church of Santa Clara.

## **Candidate Communications and Resumes**

First Presbyterian Church of Santa Clara will communicate with candidates only through official channels. Please email all resumes to **[sahgalchrys@gmail.com](mailto:sahgalchrys@gmail.com)** and **[fpcfsc@sbcglobal.net](mailto:fpcfsc@sbcglobal.net)**.