

BUSINESS ADMINISTRATOR (Part-Time)

Alpharetta Presbyterian Church, 180 Academy Street, Alpharetta, GA 30009

Seeking an organized, detail-oriented professional to support church operations and staff. Position is 20-25 hours per week, M-F, on-site.

Responsibilities include:

- Human resources administration and staff support
- Church operational and administrative functions
- Technology systems coordination and support
- Insurance, compliance, and records management
- Vendor and contractor administration

Qualifications:

- Associate's or Bachelor's degree required
- Strong computer and organizational skills
- Experience in office administration, operations management, HR, or related field preferred
- Excellent communication skills and ability to maintain confidentiality
- Successful criminal records/child abuse background check required

To apply: Please submit your resume and cover letter to **alpharettajobopening@gmail.com**

Equal Opportunity Employer