



Job Posting – Church Administrator

Covenant Presbyterian Church in Madison, WI is seeking a Church Administrator. Covenant is a vibrant community of faith on Madison's west side.

The Church Administrator is an integral part of the church staff and will work to ensure the operations of the church office support the church's mission and ministries. The Church Administrator will supervise the office and the use of the church building. The Church Administrator will also supervise the custodial and office staff and will work together with good people to make a positive impact.

This is an in-office position, 35 hours a week. The salary range is \$45K to 50K. Covenant also provides health insurance (full payment of a single premium), a retirement plan with up to 8% employer match, and paid time off. For more information or to apply, email or send a resume to the Personnel Committee at covprespersonnel@gmail.com.