



Love God - Be Connected - Grow in Faith - Make an Impact

POSITION DESCRIPTION

POSITION TITLE: Office Administrator

POSITION OVERVIEW: The Office Administrator coordinates and administers all the work of the church office.

HOURS: 20 hours per week

COMPENSATION: \$15-20/hour

ACCOUNTABILITY: Reports to the Lead Pastor and the Staff Parish Relations Committee

RESPONSIBILITIES:

Administrative

- Provides administrative assistance to all staff members and church leadership team
- Keeps the Church Calendar:
 - Schedules all facility usage: church and non-church use
 - Resolves scheduling conflicts
- Coordinates all facility use needs:
 - Room set-up with Facility Manager
 - Media needs with AVL Team
- Executes/Administers the Facility Usage Policy set by the Trustees
- Oversees the preparing and completion of all district and conference reports
- Represents the church on the phone, when Reception Office volunteers are unable:
 - Answering questions, providing needed information, etc.
 - Directing calls
 - Taking messages
- Oversees and trains Reception Office volunteers
- Publishes all prayer requests via email prayer chain and app
- Produces all printed material, provided by the Communication Coordinator, i.e., worship bulletins, fliers, booklets, certificates
- Records and sends acknowledgments for memorial gifts
- Responsible for overseeing all office equipment leases, maintenance, and supplies
- Sorts and distributes mail
- Liaison with the church's computer vendor for all computer, software, and security needs
- Distributes, records, and collects keys to the building
- Keeps all church files (hard/electronic)
- Oversees the use of the "Office" credit card, providing the church treasurer with vouchers and receipts in a timely manner
- Orders all needed church supplies

Membership Records/Data

- Maintains accurate membership data using the church database system – Breeze:
 - Processes the reception, transfer, and removal of church members
 - Records and oversees the keeping of all baptism, confirmation, death, and other membership records
 - Records weekly worship attendance
 - Records worship guest attendance

REQUIREMENTS:

- Observes high standards of confidentiality
- Possesses competent computer skills and able to master:
 - Microsoft 365
 - Breeze: membership data and church calendar
 - Tithly: website and app
- Exhibits strong writing, verbal, proofreading, and decision-making skills
- Organizes tasks, manages time effectively, and completes work accurately
- Supporter of pastors and staff at all times
- Good relational and verbal skills in dealing with church members and the public