Job Title: Church Office Administrator
Reports to: Pastor
Status: Part-Time (20 hours/week)
Location: Hybrid (Office/Home)
Pay: $26k

Job Summary:

The Church Office Administrator will support the Pastor(s) and Leadership Team in the administrative operations of the church. The Administrator will be responsible for overseeing and managing the administrative processes of the church, including office maintenance and communications. The right candidate will have the ability to work collaboratively, demonstrate strong organizational skills, and maintain a high level of confidentiality.

Key Responsibilities:

Support Work of Pastor(s):
- Actively participate in and organize weekly staff meetings, as well as other relevant meetings. Additionally, prepare any required documents for these meetings.
- Assist in establishing timelines and deadlines for various projects, and contribute to the execution and delegation of tasks. Ensure proper tracking of project status to ensure completion.
- Gather relevant information and prepare reports that are essential to the work of the Pastor(s).
- Draft correspondence and various documents as assigned by the Pastor(s), and distribute them to designated individuals.

Support Work of Leadership Team, Church Leaders and Church Volunteers:
- Assist in sending email communications to the congregation on behalf of the Leadership Team and other church leaders, ensuring timely and accurate dissemination of information.
- Collaborate with the church Treasurer to prepare reports for the annual congregational meeting, providing necessary support and contributing to the accuracy and completeness of the reports.

Overseeing Digital Presence and Communication:
- Create and manage the maintenance of the church website and social media platforms, ensuring they are up-to-date, visually appealing, and user-friendly. Regularly post new content to engage the online community.

- Maintain an organized and up-to-date calendar on the website, including events, meetings, and other relevant information.

- Prepare and publish e-newsletters, delivering timely and engaging content to the congregation and subscribers.

- Handle verbal and written inquiries, providing prompt and helpful responses. Process correspondence, including emails and mailings, as requested by the Pastor(s) and Leadership Team.
-Assisting Leadership Team with communications with Landlord.

Providing Welcome and Hospitality:
- Extend warm welcome and hospitality to outside visitors and parishioners, creating a friendly and inclusive atmosphere.
- Act as a liaison for outreach ministries, and other gatherings, that utilize the church rented spaces, facilitating their needs and ensuring a smooth experience. Record donations from these groups accurately.
- Respond promptly and professionally to telephone messages, emails, and written correspondence, addressing inquiries and providing necessary information and support.

Clerical Responsibilities:
- Manage the creation of weekly and special worship bulletins, ensuring accuracy and timely distribution.
- Maintain the church membership database, keeping it updated with current and accurate information.
- Oversee the filing and archiving of official documents, ensuring their organization and accessibility.
- Maintain a master calendar for all church events, effectively scheduling and coordinating various activities.
- Take responsibility for ordering office and janitorial supplies, ensuring the smooth functioning of the church's day-to-day operations.

Financial Management and Reporting:
- Oversee the submission of check requests, ensuring adherence to financial guidelines and policies.
- Collaborate with the Treasurer to accurately record member giving, maintaining a comprehensive record of contributions.
- Prepare and distribute giving statements to members, providing them with transparent and timely financial updates.
- Maintain regular communication with Accounting Services/Bookkeeping Staff, facilitating a smooth flow of financial information and addressing any accounting-related matters effectively.

Qualifications:
- Two years of experience as an administrative assistant
- Demonstrated organizational skills
- Task oriented
- Adaptability to handle last-minute changes with efficiency and composure.

- Ability to manage multiple projects and priorities
- Strong interpersonal and verbal communication skills
- Proficiency with personal computers, business software, email, and other office technology
- Proficiency with Google Suite
- Willingness to learn Planner Center or other church management database programs
- Comfort with social media platforms
- Comfort to church gathering/setting

Physical Requirements:
- Ability to sit for long periods of time
- Ability to use computer keyboards
- Ability to lift up to 40 lbs
- Ability to drive
- Ability to climb two flights of stairs

In summary, the Church Office Administrator position is a rewarding opportunity for an individual with a passion for serving others and a desire to support the mission, vision, and values of our church community. This role offers a unique opportunity to be part of a grassroots, ground-floor operation, contributing to the development and growth of a vibrant and evolving church community. As we build on a strong foundation of service and shared values, the Administrator will play an integral role in shaping the systems and processes that support our mission.

The Administrator is a key role requiring a well-organized, proficient individual with strong administrative and people skills. This position requires strict confidentiality and the successful candidate must assure the confidentiality and security of all records and digital files. Experience in a church setting is beneficial but not mandatory.