



OFFICE ADMINISTRATOR

Position Description

REPORTS TO	Pastor / Head of Staff
SALARY RANGE	\$30,000 - \$32,000/annually
HEALTH BENEFITS	The church contributes approximately \$3,500 annually toward the employee's health-insurance premium if the employee elects coverage under one of the medical plans offered by the church.
SCHEDULE	Part-time; Monday-Friday, 9:00 a.m.-2:00 p.m.
PAID TIME OFF	• 10 paid personal/vacation days annually to start, in addition to designated church holidays. • MBPC also offers reasonable flexibility when additional time away is needed and responsibilities are managed in advance.
WORK SETTING	A small, collaborative church staff serving a congregation of approximately 140 members

The Role

The Office Administrator is the organizational hub of Mountain Brook Presbyterian Church ("MBPC"). This person keeps the church office running smoothly, supports the Pastor and other staff, helps members and visitors feel welcomed, and brings order and follow-through to the many details of congregational life.

The role begins with strong administrative execution and grows through trust, sound judgment, initiative, and an understanding of the people and rhythms of MBPC. The ideal candidate will notice what needs attention, learn new tools readily, communicate well, and handle routine matters independently within established areas of responsibility.

Primary Responsibilities

Office Leadership and Administration

- Oversee day-to-day church office operations, including greeting visitors, answering telephone and email inquiries, sorting and distributing mail, filing, preparing documents, purchasing supplies, and developing routine correspondence.
- Maintain and safeguard official church documents and records, the church calendar, the membership directory, and current vendor contact information.
- Anticipate recurring needs, establish practical workflows, schedule routine activities, and bring appropriate questions or concerns to the Pastor.
- Provide administrative support to the Pastor, church staff, Session members, committees, and ministry leaders, including meeting coordination, facility reservations, information gathering, purchasing, fee collection, and event logistics.
- Handle sensitive information with discretion and maintain appropriate confidentiality.

Worship, Publications, and Communications

- Prepare draft bulletins for the church's two weekly worship services before the staff meeting and coordinate quarterly worship-planning inputs through the church's online worship management system.
- Maintain the church website, including timely content updates, event registrations, online payment options, weekly worship-service videos, and bulletins.
- Maintain MBPC's social media and YouTube channels in coordination with the Pastor and Youth Director.
- Coordinate, prepare, and edit the weekly church newsletter with input from staff and ministry leaders.
- Help shape clear, welcoming, and visually consistent church communications and promotions.



Financial and Operational Support

- Manage administrative functions in Ramp, including creating vendor profiles, processing reimbursements, and uploading transaction receipts.
- Complete weekly in-office check deposits using the check scanner and prepare the related submission report.
- Inventory and purchase routine church and facility supplies.

Facilities, Vendors, and Events

- Manage day-to-day relationships with vendors and contractors, including maintenance, housekeeping, HVAC, lawn service, utilities, fire-alarm, IT, printer, internet, and telecommunications providers.
- Schedule vendor visits, provide basic directions and building access, and follow up on routine service needs.
- Maintain volunteer contact lists and coordinate volunteers for recurring and special church functions, such as nursery care, offertory and communion service, Vacation Bible School, youth activities, Sunday receptions, and other events.

What Will Help You Thrive Here

- **Proactive ownership:** You enjoy seeing what needs to be done and moving it forward without requiring constant direction.
- **Sound judgment:** You know when to resolve a routine matter independently and when to ask for guidance.
- **Warm communication:** You are gracious and clear with members, visitors, volunteers, vendors, and staff—in person, by phone, and in writing.
- **Organization and follow-through:** You can manage recurring deadlines, multiple ministry calendars, and small details without losing sight of priorities.
- **Technological confidence:** You are comfortable learning software on your own and using technology to simplify or improve office processes.
- **Discretion and maturity:** You handle confidential information, occasional conflict, and the normal complexities of church life calmly and professionally.
- **Humor and resilience:** You bring perspective, a good sense of humor, and the ability to let minor frustrations roll off your back.
- **Collaborative spirit:** You enjoy working in a small, family-oriented environment where people communicate directly and help one another.

Technology Skills

Candidates should be comfortable with—or able to learn quickly—the following:

- Microsoft Word and Google Docs; Google Workspace and online file management
- Church management software (currently Realm and Monday.com)
- Website platforms (currently Wix)
- Social media platforms, including Facebook and Instagram
- YouTube video and livestream management
- Ramp or comparable expense-management software
- ChatGPT or comparable AI tools used thoughtfully for administrative work