

Church Office Administrator

Reports to: Senior Pastor, with additional accountability to the Staff-Parish Relations Committee

Directly Supervises: none

Status: Part-Time, Salaried

Fair Labor Standards Act status: exempt

Job Summary: The Church Office Administrator is an organizational leader who provides administrative and communication support to the church staff, ministry leaders, and congregation.

Essential Functions:

- Express our congregation's core value of hospitality and welcome when engaging with church members or visitors in the church office, on the phone, or by email;
- Compile and distribute weekly communications, including email announcements and Sunday worship bulletin, as well as other less frequent communications, including the church newsletter;
- Manage the church's building use calendar.

Other Responsibilities:

- Perform general office work, maintaining supplies and various files;
- Assist with ordering and delivery of various church materials and supplies;
- Maintain the congregational database.

Minimum Qualifications:

- High school diploma;
- Demonstrated leadership and organizational skills.

Physical Requirements:

- Able to move freely in and out of the church building.

Core Competencies:

- Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole. Keeps the larger picture in mind while tending to the smallest of details.
- Interpersonal Skills: Establishes good working relationships and works well with people at all levels of the congregation. Uses diplomacy, discretion, and tact. Builds appropriate rapport.
- Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job (including Microsoft Publisher, Constant Contact, Servant Keeper, and Planning Center Online). Understands which skills are lacking and seeks to develop those skills.
- Time Management: Is able and willing to focus time on tasks that contribute to organizational goals. Uses time effectively and efficiently. Concentrates efforts on the most important priorities.

Time, Compensation, and Other Information

- This position is part-time, with an expected average of 10-12 hours per week. The annual salary will be \$9,500. Paid vacation is available, and will be negotiated with the hiring committee.
- Regular office hours will be established by the SPRC in consultation with the Office Administrator. Current office hours are Wednesday and Thursday from 9:00 am to 1:00 pm.