

Job Title: **Office Administrator**

Position Status: Full-Time / Non-Exempt

Reports to: Director of Operations

The office administrator is essential to enabling the operations and ministry of the church to function and flourish. This position provides effective administrative support to the Director of Operations as well as church staff, and is responsible for reception duties, office management, and the coordination of events, communications and day-to-day operations.

Responsibilities and Duties

Administrative and Operational Support

- Answer and direct phone calls, emails, visitors and other correspondence to appropriate staff in a courteous, professional and timely manner
- Manage the church database:
 - Own, optimize and become the management system expert (Planning Center)
 - Manage parishioner information, registrations, volunteer scheduling and the facility calendar application
 - Create and maintain contact lists for various functions
 - Perform visitor follow-up and post information to church management software.
 - Track and update life events of parishioners, such as baptisms, weddings, funerals, baby dedications, making necessary updates in the system
 - Coordinate regular opportunities for parishioner information to be updated
- Manage church records and staff central files digitally and manually including the Parish Register (Green book)
- Coordinate meetings and take detailed minutes; maintain meeting notes, follow-up communication and status updates
- Coordinate and maintain daily operational/administrative procedures with staff and parish
- Carry out regular administrative duties such as filing, typing, copying, printing, binding, scanning, etc.
- Assist Director of Operations with event planning and coordination and special projects

Communications Coordination

- Support the Communication Manager in the execution of communications
- Prepare and print weekly worship bulletins.
- Format and send weekly electronic newsletter.
- Print periodical special event collateral.
- Prepare and execute periodic bulk mailings.

Office Management & Hospitality

- Ensure operation of office equipment by completing preventive maintenance tasks; calling for repairs; maintaining inventories; evaluating new equipment and technique
- Manage church calendars and associated scheduling processes

- Welcome and serve incoming visitors, announce their arrival to the appropriate party.
- Maintain a clean and tidy office between custodial cleanings.
- Maintain office and facility inventory, order supplies, research and maintain accounts with suppliers

Event/Ministry Coordination

- Plan, coordinate and execute many small and medium size events/gatherings, working with stakeholders to define the scope, logistics and internal/external resources
- Coordinate volunteers and arrangements for weekly services and special services
- Coordinate facility schedule and resources for ongoing ministry activity
- Assist the Director of Operations in coordination and execution of major church events.

Requirements

- The successful candidate will:
 - Embrace the following Christ Church leadership values, expected of all staff and vestry: catalytic, fun-loving, hard-working, perpetually learning, relational, risk-taking.
 - Maintain a lifestyle of high Christian character, both personally and professionally
 - Be self-motivated, driven by a healthy desire to perform, serve and develop
 - Be an outstanding problem-solver and trouble-shooter demonstrating resourcefulness, improvisation and adaptability
 - Demonstrate foresight to anticipate needs of the church staff
 - Demonstrate “Tech Savviness” – with a robust digital skillset and aptitude for learning new software applications, plus extensive knowledge of Microsoft Office suite and Google suite within a Mac environment. Experience with Adobe InDesign a plus.
 - Have prior professional experience with management software; Planning Center experience preferred.
 - Possess excellent professional written and verbal communication skills demonstrating ability to understand each communication’s purpose and audience.
 - Have a proven ability to prioritize a rapidly changing “to do” list and complete work
 - Commit to maintain confidentiality of personal information of the congregation and staff
 - Have the ability to analyze and organize complex data
 - Have the ability to manage project details and meet deadlines.
 - Attend work on time, with full attention and ability to vary schedule when needed. At times evening or weekend work may be required.
 - Commit to good interpersonal relationships, teamwork and support of church ministries, while demonstrating a “can do” attitude and helpful disposition

Compensation & Benefits

- Pay is commensurate with comparable churches for this role and applicant experience
- Health Insurance is provided
- Holiday Pay for Christ Church recognized holidays
- Two weeks of paid time off per calendar year after 3 months in full-time role