

Job Description for Office Administrator

Reports to: Pastor
Status: Part-Time
FLSA: Non-Exempt (hourly)
Position Details: 15 Hours a week (Mon-Fri; 9am-12pm)
Pay Rate: \$15/hour

Job Summary

- The office administrator will provide administrative support to the pastor and church volunteers as well as oversee all activities of the church office.

Essential Functions

- Provides administrative and clerical support to pastor, staff and volunteers
- Serves as the central point of communication for the church community
- Organizes and operates the main office
- Manages the church calendar and relays information to the community
- Coordinates appointments and schedules with local vendors and people who use the property
- Maintains the congregational database and church website
- Supervises volunteers assisting in office work
- Monitors and purchases office supplies

Other Responsibilities

- Participate in staff meetings

Minimum Qualifications

- Demonstrates an understanding of the Christian faith
- Evidence of competence and experience in office management
- Proficient computer skills

Physical Requirements

- Strong interpersonal skills and a proven ability to speak to people
- Able to move freely about the office and church building

Core Competencies

Communication

Communicates orally in a well-organized, courteous and effective manner. Demonstrates effective public greeting and phone skills. Works in an open manner, shares information with others to get the job done. Maintains confidentiality and exercises good judgment about what to say and when to say it.

Interpersonal Relations

Maintains a pleasant, friendly, polite and gracious attitude. Contributes to a positive work environment through interactions with others. Demonstrates flexibility by adapting to changes in priorities and the work environment. Demonstrates positive personal regard when confronting problems with others.

Job Knowledge

Possesses appropriate expertise to perform job at a professional level. Takes opportunities to increase knowledge of relevant job skills.

Organization

Pays attention to details. Able to manage multiple projects at the same time. Good at figuring out the process necessary to get work done. Knows how to organize schedules, people and activities; understands how to separate and combine tasks for maximum work.

Initiative and Creativity

Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; undertakes additional responsibilities; responds to situations as they arise with minimal supervision; creates novel solutions to problems; evaluates new technology as potential solutions to existing.

Quality of Work

Maintains high standards. Does work right the first time, corrects own errors, regularly produces accurate, thorough, professional work.

Reliability

Personally responsible; completes work in a timely, consistent manner. Works hours necessary to complete assigned work. Is regularly present and punctual; arrives prepared for work. Is committed to doing the best job possible; keeps commitments.

Cooperation & Teamwork

Works harmoniously with others to get the job done; responds positively to instructions and procedures; able to work well with pastor, staff and volunteers. Helps set a tone of cooperation, coordinates work with others; seeks opinions and values working relationships. Actions and speech convey a positive image of others and the church.