

TITLE: Church Administrator
HOURS: part time/ 15-20 hours a week (potential for full time position)
SUPERVISOR: Executive Pastor

JOB DESCRIPTION:

The Church Administrator will oversee, manage, and develop systems necessary to meet the growing administrative needs of the church. Additionally, this position will support the administrative needs of the Pastoral Team, Leadership Team, and Finance Team.

WORKING RELATIONSHIPS:

- This position reports directly to the Executive Pastor and is secondarily accountable to the Executive Pastoral Assistant
- This position leads the Administrative Team and office staff
- This positions works with all volunteers to coordinate schedules

PRIMARY DUTIES:

- Oversee and facilitate church wide communications via the website, e-mail and print materials
- Maintain an accurate church wide calendar
- Maintain current directory of church members and leaders
- Works with Ministry leaders to schedule approved events
- Files, organizes and maintains all business records
- Maintain and update printed church materials
- Other projects as given by the Executive Pastor
- Oversees building logistics including scheduling, maintenance and security

QUALIFICATIONS:

- Must be able to communicate effectively, both orally and written
- Must be detail oriented
- Must be punctual
- Must have strong organizational skills
- Proficient in Microsoft Office Applications including Outlook
- Ability to make administrative/procedural decisions and judgments
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to gather data, compile information, and prepare reports as directed
- Knowledge of human resources concepts, practices, policies, and procedures are helpful
- Ability to supervise and train assigned staff

SPECIFIC TASKS:

- Maintain Building Access and Key Log/Database
- Prepare Weekly Announcements (emcee notes, PPT slides, bulletins)
- Enter Weekly Count Sheets
- Organize quarterly scheduling of ministries
- Order office supplies as necessary
- File necessary documents and business records