

Churchome Job Description

General Office Administrator

I. PURPOSE

This role is responsible for handling the general office responsibilities of Churchome for our community as well as our staff team in line with the vision and mission of Churchome.

II. TARGETS

- Individuals in our community who reach out to us feel heard, are resourced appropriately for their needs and are aware of our priorities and values at Churchome.
- General office administrative responsibilities are handled efficiently and effectively ensuring our staff feel supported and resourced for their responsibilities.

III. RESPONSIBILITIES

- Community
 - Maintain the highest level of professionalism, confidentiality and discretion.
 - Handle daily correspondence, mail, phone calls, email and filing in the professional and timely manner.
 - Route and resolve information requests – manage situations competently and confidently.
 - General troubleshooting and problem resolution of issues as needed.
 - Monitor and manage the Info email for Churchome
 - Check and respond to general voicemail box for Churchome or forward to appropriate parties as needed.
- General Office Admin
 - Prepare purchase requisitions and reconcile expenses.
 - Coordination of projects and events as assigned.
 - Handle all key and building code assignments for new staff in coordinator with HR.
 - Order all office supplies for staff at the Kirkland Location
 - Manage all Costco ordering for campuses
 - Assist with registration and hospitality for onsite events
- Churchome may also assign other duties or responsibilities, in its sole discretion.

IV. FOLLOW UP

- 30-Day Check-In with HR
- 90-Day Review with HR Director
- Weekly/Bi-Weekly/Monthly Meetings w/HR Director
- Any additional Admin or Initiative-Based meetings

V. FOLLOW THROUGH

- If targets are being met on a consistent basis, aim to train up leaders who will step in and help create more margin for admin support to continue to grow.

- If targets are not being met on a consistent basis, a meeting with the HR Director to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

VI. EMPLOYMENT STANDARDS

Education/Experience:

- Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying

Knowledge/Skills:

- This position requires excellent multitasking abilities as well as the ability to interact well with staff at all levels and requires a proactive approach, problem-solving capacity and ability to work efficiently within time constraints and often under pressure. Excellent and written and verbal communication skills are also required.

Work Status: Non-Exempt, Hourly, PT
Supervisor: HR Director
Staff Supervision: None

Employees of Churchome must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.