

POSITION DESCRIPTION

OFFICE ADMINISTRATOR

OBJECTIVE

To provide administrative leadership and operational support for the congregation by coordinating office operations, communications, member information, and facility scheduling. The Office Administrator serves as the primary point of contact for the church office and helps ensure the effective functioning of the congregation's ministries, staff, and volunteer leaders.

Time Required: 33–40 hours per week (salaried, in-person)

Reports To: Senior Pastor

DUTIES AND RESPONSIBILITIES

I. Office Administration and Congregational Records

- Maintain and update church membership databases and directors, visitor records, congregational records, parish registry, and institutional documents.
- Support pastoral care ministries through record keeping and visitation pastor support
- Prepare and maintain reports required by the congregation, denomination, and church leadership.
- Maintain office files and records in both physical and digital formats.
- Other duties as assigned

II. Communications and Publications

- Coordinate, prepare, edit, and distribute church communications, including bulletins, newsletters, email communications, annual reports, and other publications.
- Assist staff and ministry leaders with communication needs and special projects.
- Maintain church website content and support digital communication platforms.
- Coordinate printing, mailing, and distribution of church materials.

III. Reception, Hospitality, and Staff Support

- Serve as the primary receptionist for the church office, welcoming visitors and responding to inquiries by phone, email, and in person.
- Direct requests and information to appropriate staff, ministry leaders, and volunteers.
- Provide administrative support to pastors, staff members, ministry teams, and committees.
- Assist with registrations, correspondence, volunteer coordination, and special events.
- Maintain confidentiality regarding personnel, member, and congregational matters.
- Prepare welcome materials for new members

IV. Facility and Operations Management

- Maintain and coordinate the church calendar and facility (building use) scheduling for congregational and community groups.
- Maintain office and workroom organization, supplies, and equipment.
- Oversee key issuance and alarm codes for the building
- Coordinate with vendors, service providers, and maintenance personnel as needed.

V. Financial and Administrative Support

- Process invoices, accounts payable transactions, and vendor payments.
- Generate checks, vouchers, and receipts.
- Support the Treasurer, Financial Secretary, Finance Manager, and other designated staff with administrative and financial processes while maintaining appropriate internal controls.
- Assist with purchasing, ordering, and inventory management.

QUALIFICATIONS AND CORE COMPETENCIES

Required Qualifications

- Demonstrated experience in office administration or related work.
- Strong computer proficiency, including office software, databases, email platforms, and communication tools (Word processing, desktop publishing, web page management)
- Ability to learn and utilize church management and financial software systems.
- Excellent written and verbal communication skills.
- Strong organizational and time-management skills.

Preferred Qualifications

- An associate's or bachelor's degree, or an equivalent combination of education and experience.
- Experience in a church, nonprofit, or ministry setting.
- Familiarity with basic bookkeeping

Core Competencies

- Hospitality and customer-service skills
- Ability to manage multiple priorities and adapt to changing needs.
- Strong interpersonal and relationship-building skills.
- Effective communication and collaboration with staff, volunteers, and congregation members.
- Sound judgment, initiative, and problem-solving ability.
- Ability to maintain confidentiality
- Commitment to supporting the mission and ministry of the congregation.

WORK SCHEDULE

35–40 hours per week.

Regular office hours: Monday–Thursday: 9:00 a.m.–4:30 p.m. Friday: 9:00 a.m.–12:00 p.m.

Additional hours may occasionally be required based on congregational activities and special events.

Timing of lunch to be negotiated

COMPENSATION AND BENEFITS

Salary commensurate with qualifications and experience. Range \$42,000 - \$50,000/yr

Benefits include 2 weeks of vacation, pension, healthcare/disability benefits, and other benefits as established by congregational personnel policies.

EVALUATION

Performance and core competencies will be reviewed annually by the Senior Pastor with input from appropriate staff and ministry leaders.