

Mill Creek Church

Office Administrator

Purpose: The church office administrator has the two-fold responsibility of providing a high level of office management services for Mill Creek Church and to provide administrative and basic ministerial support to the pastoral staff and congregation. This person will give a positive first impression of the church using effective communication that supports the mission and ministries of Mill Creek.

Church Office Responsibilities

- Assist in maintaining the church website, post accurate and appropriate content, update with current events, maintain online and office calendar.
- Assist the pastor in the publication of a weekly email.
- Be the central point of contact for the church including coordinating facility use.
- Enter Sunday offerings information for yearly reporting.
- Organize and maintain all church documents, files (electronic or paper) and keep the office in order.
- Coordinate and mail out/email volunteer schedules. Keep online schedules current.
- Assist in data entry of multiple Mill Creek events (i.e. Miracle Tree, summer camps, etc.) and maintain data of event registrations.
- Other duties as seen fit by skills and opportunities needed by staff.

Qualifications

- Excellent phone, verbal and written communication skills.
- Attention to detail, including proofreading and editing skills.
- Ability to work independently, with effective time management and follow through.
- Ability to keep contacts with church members and others in strict confidence.
- Strong computer skills; familiarity with Microsoft Office, and Adobe CS5 products helpful.
- Ability to modify and work within Facebook and other social media environments.

A heart to serve the ministry culture of Mill Creek is paramount. This position will be considered part time, with office hours/expectations discussed during the interview process.

A thorough background check will be required and reviewed by the leadership team.

The position will be contracted for annually and a review will be done based on the needs of the church and its budget.