

Office Administrator
St Marks Church

Job Description:

The Office Administrator supports the ministries of the church through the weekly business of the Church and should be personable, engaging, motivated and self-directed to act as assistant to the Pastor, Leadership Team, and lay volunteers. Individual must be detailed, organized, energetic, multi-tasking, dependable, computer literate, and able to handle confidential and sensitive information. Responsibilities include general office management, maintaining membership and attendance records, and overseeing the church's finances and bookkeeping records and reports and preparing end of year reports. Preferred college graduate and five years experience as an administrative assistant.

The position of the Office Administrator is a very special ministry and important in a church setting. This position is a key point of contact for parishioners seeking help and connection with the church and for the general public seeking information about the church. The person called to this position should be a Christian with office and computer skills, who understands how their behind the scenes office work can be instrumental for all of the Church's ministries to be impactful.

Qualifications:

- Must be personable, positive and engaging
- Post high school vocational/specialized training or an associate's degree.
- Minimum of five years experience as an Administrative Assistant – preferably in a church or other non-profit setting.

- Strong computer skills are imperative
- Required Proficiency
- Microsoft Windows (Word, Excel, PowerPoint, Outlook)
- Ability to quickly learn programs used on a daily basis:

- Constant Contact
- Realm (Church Management software)
- Planning Center Online

- Wordpress
- Proficiency in the use of standard office tools (copy machine, color printer, etc.)
- Strong organizational skills
- Have excellent command of English language, composition and punctuation
- Must be able to maintain confidentiality in areas such as financial records and other private matters.

HOURS: Individual will work 5 half-days per week (20 hours per week). The exact hours worked each day will be set in conversation with Staff Parish Relations Committee and the Lead Pastor. Some weekend hours may also be required depending on church programs and events

Job Duties:

NOTE: list of duties below assumes that Administrator will enlist, manage and delegate certain duties to office volunteers as necessary.

GENERAL OFFICE ADMINISTRATION

- Maintain and organize gathering area
- Order and maintain office supplies and equipment (i.e. copier, computer, telephones, etc.)
- Coordinate facilities maintenance schedule
- Encourage, follow-up and manage office volunteers
- Maintenance and yearly review of office and administrative budget lines
- Support the Lead Pastor with administrative and secretarial tasks as needed- printing documents, making phone calls, sending emails, proofreading, etc.

SCHEDULING

- Organize and maintain the master church calendar via Google
- Coordinate scheduling for weddings, baptisms, funerals and special services
- Maintain online church photo directory

COMMUNICATION

- Prepare, proof, print, and disburse weekly Sunday worship bulletins
- Collect information and prepare weekly newsletters via Constant Contact
- Receive, distribute, and/or respond to of all correspondence: mail, email, phone calls, etc.
- Notify Pastoral Staff of member hospitalizations, deaths, etc.
- Communicate all upcoming events, website updates, and social media requirements to Communications Director

- Maintain online church photo directory
- Coordinate, organize and fulfill bulk mailings
- Send a welcome letter/email to all first time guests.

RECORDS KEEPING

- Keep accurate membership records (new members, baptisms, weddings, deaths, etc.)
- Process new member and baptism requests and prepare baptism certificates
- Prepare weekly, monthly and annual District reports

- File all paperwork and records
- Record Worship and discipleship attendance
- Attend leadership Team Meetings and Charge/Church Conferences to keep minutes.

FINANCIAL & ACCOUNTING SUPPORT

- Receive and record total offering from Sunday worship services
- Prepare weekly offering report
- Record all giving
- Prepare and make weekly deposits
- Match invoices with receipts and/or purchase orders ensuring they are being allocated to the correct account
- Maintain confidentiality concerning all church giving records
- Coordinate and maintain schedule for offering counters

Other General Expectations Include:

- Always exhibit professionalism, demonstrated by a well-groomed appearance, conscientious work ethic, teaching ability and accountability
- Willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility
- Willing to work evenings and weekends occasionally
- Be ever conscious of the need for confidentiality
- Always exercise discernment and wise judgment
- Be a person who gives extreme attention to details with an eye for excellence
- Have an aggressive attitude with regard to seeking new information, training, and resources as needed
- Be a self-starter and good at multi-tasking and prioritizing projects
- Possess strong administrative skills and the ability to work independently without supervision
- Able to create an environment that is inviting to people passing through on a daily basis
- When urgent situations arise, give first priority to the person involved. Identify the need and its degree of urgency. Then refer, counsel, or take a message for one of the pastoral staff members
- Develop procedures for handling complaints and problems
- Develop procedures for handling visitors during office hours
- Cooperate in scheduling and planning to see that the goals and vision of the church are

being realized is imperative. This assumes a firsthand knowledge of current vision, strategic goals, procedures and programs, and the mission of the church

- Keep abreast of church protocol by keeping policies current and drafting needed policies for the Leadership Team to review

Job Type: Part-time

Experience:

- Administration Assistant: 5 years
- Microsoft Office: 1 year

Education:

- Associate

Language:

- English