

POSITION TITLE: OFFICE ADMINISTRATOR

REPORTS TO: Senior Pastor

GENERAL DESCRIPTION OF POSITION

The Office Administrator provides administrative support to the Senior Pastor, is responsible for the daily operations of the church office and is central in facilitating the smooth flow of communication and work within the Church community.

QUALIFICATIONS

The Office Administrator must be a Christian believer, committed to the Church's vision, leadership and congregation. Must be able to work in a fast-paced environment, have the ability to multi-task, and have demonstrated organizational abilities. Strong relationship and communication skills with a wide variety of people and evident personal traits of discretion, dependability and self-motivated responsibility are necessary. The Office Administrator must be comfortable working effectively within a consensus-based decision making process. Prior office administration experience desired, including the ability and desire to stay current with office technology.

SPECIFIC RESPONSIBILITIES

- Provide clerical and administrative support to the Senior Pastor as needed.
- Answer telephones and assist office visitors as needed. Includes taking necessary information for ACCESS 6 calls for food, clothing or financial assistance and referring these requests to the appropriate resource.
- Coordinate communications of the church to include –
 - Preparation of weekly Sunday worship bulletins and announcements.
 - Preparation of weekly Prayer Update from Elder reports.
 - Preparation, editing and distribution of monthly Cascadian newsletter
 - Preparation and distribution of "Home Touch" mailing each week.
 - Preparation of special bulletins such as those necessary for holidays, funerals, special services, etc.
 - Development and posting of publicity flyers for church related events, including updating and maintaining church bulletin boards.
 - Prepare and distribute Constant Contact email campaigns. Routine Constant Contact emails may be completed by a volunteer under the direction of the Office Administrator.
 - Promote church events through social media including, but not limited to, Facebook, Instagram, NextDoor.com, etc.

- Maintain and distribute Member Directory on an annual basis, including photos of current members and regular attendees.
- Maintain church calendars including Outlook, paper and website calendars, working with church staff regarding schedules, the Wedding Coordinator for upcoming wedding dates, and schedule room reservations and rentals for staff, congregants, and community.
- Review weekly attendance sheets for changes in phone number, address or email for members and track visitors, including first-time and long-term, and preparation of prospect list for Senior Pastor. Follow-up new visitors who provide address information with hand-written “welcome” note.
- Recruit volunteers and establish schedules for Sunday open/closers, weekly lock up and Sunday snow removal. Send reminder post cards to these individuals each month.
- Prepare and mail reminder post cards to volunteer members responsible for communion preparation.
- Record all weddings, funerals, baptisms, affirmations of faith, ordinations and new church membership in the Pastoral Record book, as well as, in Breeze database.
- Provide support as needed for church annual meeting including preparation of pledge cards and mailing for yearly Stewardship Campaign, development of Power Point presentation, etc.
- Recruit and train a team of volunteers to assist in the church office to answer telephones, greet visitors, fold bulletins, and to work on special projects as required.
- General office related duties including maintenance of list of veterans for Memorial Day and Veterans Day, assembly of Visitor Packets, being certain first aid kits are current, refilling postage machine as needed, signing keys in and out as needed and maintaining a master list of key holders, etc.
- Provide support as needed for special projects such as Senior Citizens Thanksgiving Dinner, handling the poinsettia and lily order including the “in honor or memory of” list, etc.
- Miscellaneous other projects/responsibilities as assigned by Senior Pastor.

SPECIFIC SKILLS

- Proficiency using Microsoft Office software, specifically Microsoft Publisher 2016 and Microsoft Outlook, required.
- Knowledge of Constant Contact, Breeze church software and Joomla website software desired.

REVISION: April 2019

APPROVED: _____
