

## ***Office Administrator Position Description***

**Position Reports To:** Church treasurer and is responsible to Church Eldership

**Position Status:** Full-Time, Hourly

**Position Description:** The Church Office Administrator will provide a variety of clerical and ministry support services, organizing the activities and functions of the church

### **Primary Duties:**

- ❖ Attends all Elder meetings (currently 2<sup>nd</sup> and 4<sup>th</sup> Sunday evenings each month). Performs administrator function including recording, preparing and distributing meeting minutes, decisions made and actions taken. Responsible for effective coordination, follow-up and communication to staff, members and/or affected groups or individuals for actionable items.
- ❖ Responsible for fostering effective and perpetual communication within the church organization. Schedules and chairs weekly staff meeting with Ministers and other staff, committee chairs, and volunteers to review actionable items from Elder meeting, review upcoming calendar of events, problem solve and promote good communication among staff and to members and ministries.
- ❖ In consultation with the Ministers, Public Relations Committee and church webmaster, oversees internal and external communication of programs and activities of the church through all media. Performs or supervises volunteers in printing and/or mailings as required from staff and other committees. Organizes and oversees church files and records, including guiding documents published on the church website. Organize, distribute and inform recipients of actionable mail daily.
- ❖ Facilitates Angel Food orders and distribution activities
- ❖ Compiles weekly worship service participant listing and communicates assignments
- ❖ Publishes and mails visitor letters weekly
- ❖ Oversees benevolence and outreach materials/flyers, including giveaways, Thanksgiving, VBS, etc
- ❖ Orders educational material as required
- ❖ Maintains and controls content of all church bulletin boards
- ❖ Maintains and periodically publishes member directory updates
- ❖ In consultation with treasurer and technology leader:
  - Arranges for purchase, use and maintenance of supplies, machines, computers, printers, copiers, furniture, etc., including janitorial and kitchen supplies
  - Oversees the church-wide purchasing process and maintains vendor relationships
  - Maintains an inventory of all church property and coordinates member use and return of same
  - Responsible for the maintenance of all office equipment and building-wide computer systems
  - Assures that proper backup of all church computers is routinely performed
  - Facilitates staff training on church computer systems and office equipment
  - Facilitates periodic review of computer systems and office equipment
- ❖ Compiles, proofs and prints the weekly bulletin and mid-week thoughts
- ❖ Orients building users, maintains key registry and dispatches church vehicles
- ❖ Oversees the security of the church building during office hours
- ❖ Facilitates the organization of volunteer help as needed
- ❖ Maintains the outgoing voicemail message; checks voicemail and email messages frequently each day and takes appropriate action
- ❖ Creates a welcoming environment with all contacts made (phone, email, in-person) with the public, church members and friends
- ❖ Answers the phone & doors in a timely and professional manner. Initiates solutions to nurture an atmosphere that is welcoming and hospitable for *all* guests

- ❖ Assists in benevolent distributions at the building and responds pastorally to guests in crises when no ministers are available
- ❖ Makes selected bank deposits as required and keeps proper records
- ❖ Makes phone calls or utilizes phone tree for meetings, events, and communications as directed by the staff and leadership of the congregation
- ❖ Prepares worship announcements and sermon slides utilizing MS PowerPoint
- ❖ Works with Ministers, members and outside groups to assign church space and equipment for regular and special needs. Processes rental deposits and payments; maintains rental records. Coordinates with facility users to ensure smooth event planning and execution. Maintains the official record of events and communicates such to the webmaster or designate showing all assigned church space usage for church committees and special events. Ensures that policies, procedures, media and custodial coverage are provided for all church and outside group activities.
- ❖ Maintains a master calendar of church activities and building usage, and schedules events for both church and outside groups. Walks through the common areas (foyer, restrooms, library, fellowship halls, activity center, teen room, auditorium, hallways, etc) daily to inspect for damage or cleanliness issues. Determines rental deposit return eligibility based on room(s) condition. Notifies Building and Grounds deacon of issues as appropriate.
- ❖ Maintains membership records, attendance records and databases including distributing attendance sheets to classrooms bi-weekly. Maintains adequate supply of pamphlets and related material
- ❖ Changes the outside reader board weekly or as required

#### **Qualifications:**

- ❖ Punctual, reliable, warm and professional
- ❖ Ability to manage a consensus decision-making process
- ❖ Exhibits high aptitude for learning new software programs and organizational processes
- ❖ Ability to prioritize and multitask with great attention to detail
- ❖ Possess solid written communication skills and the ability to proofread at a detailed level
- ❖ Possess an overall attitude of teamwork and a willingness to assist in the overall church mission
- ❖ Understands office organization and operations
- ❖ Communicates clearly in English using proper grammar, spelling and vocabulary skills
- ❖ Maintains confidentiality and utilized discretion
- ❖ Enthusiastic, independent, and follows direction without direct ongoing supervision
- ❖ **A committed Christian and a regular participant in the activities of the North Canton Church of Christ**

#### **Education:**

- ❖ Adequate education or equivalent training to manage office affairs, direct facility maintenance activities and oversee areas of communication and public relations

#### **Hardware Skills:**

- ❖ Computers, office phones, copier/scanner/fax, printers, wireless network, phonetree system, projectors, etc.

#### **Software Skills:**

- ❖ *Demonstrated proficiency* in: MS Windows, MS Word, MS Excel, MS PowerPoint, Internet Explorer
- ❖ Preferred proficiency in: MS Publisher, MS Outlook

#### **Employment Details:**

- ❖ Hours: 9:00AM – 4:00PM, Monday through Friday plus Elder meetings twice per month
- ❖ Compensation: \$10-\$12 per hour depending on experience
- ❖ One week paid vacation plus six paid National Holidays annually
- ❖ No church-provided medical benefit coverage but may purchase at church's group rate

Interested individuals must email their resume of experience and qualifications to [ncchurchemployment@yahoo.com](mailto:ncchurchemployment@yahoo.com) by **March 22<sup>nd</sup>**. Qualified applicants will be scheduled for an interview with an anticipated hire date of mid-April.