Office Coordinator

GOAL | Creates and maintains a culture within Trinity Presbyterian Church that welcomes people, motivates and leads them toward active involvement. Coordinates day-to-day office operations.

TIME COMMITMENT	QUALIFICATIONS	
Part-time (20 hrs), support level, hourly	Solid and growing Christian faith	
Mon-Fri (1-5PM)	Strong organizational and coordinating skills	
Weekly staff meetings	Collaborative team member	
Reports to Managing Director	Friendly, relational and positive communicator	
Coordinate with other staff	Solid experience with MS Office, Google apps, and cloud systems	
Some evenings and weekends may be required	Self-motivated, creative problem solver	

KEY MINISTRY OBJECTIVE
Reception/Welcome
Primary front desk/phone receptionist during weekdays. Answer member questions and refer people to appropriate staff members.
Schedule temporary replacements for answering phones as needed.
Forward urgent pastoral needs to the pastor on call
Distribute monthly birthday list to pastors, staff, church officers, and some members

Office Operations
Order office supplies and maintain inventory of standard office supplies
Pick-up and distribute mail (PO and street) and drop off mail at the end of the day
Maintain office files like the staff directory
Maintain office equipment (copy machine, postage meter, telephones, etc.)
General admin assistance as requested

Facilities Coordination
Coordinates with facilities staff
Keep a record of who has keys and request when more keys need to be made
Manage building keys and distribute as needed
Maintain weekly and weekend calendar
Oversee facility rentals (weddings, funerals, community meetings, receptions) and ensure smooth execution of the event

Manage Membership and Assimilation
Maintain and update membership database
    Complete the Annual Statistical Report and other info for the denominational HQ
    Maintain membership rolls & statistics
    Prepare and publish the church membership directory on an annual basis
Maintain Planning Center membership data input
Assist with congregation-wide mailings, particularly addresses and labels