

# **Church Administrator**

## **Overview:**

To be an effective and winsome communicator with the church officers, staff and congregation, and to carefully, confidentially and patiently receive communication from both the church body and the community.

## **Qualifications and Experience:**

- A clear testimony of faith in Jesus Christ and a passionate relationship with Him that is evident to all
- 5+ years of experience providing administrative support, ideally at an executive level
- Willingness to be flexible with weekly schedule at certain times
- Proficient knowledge of Microsoft Office (particularly Publisher) with high proficiency in the use of email, spreadsheets, word processing and presentation software
- Ability to work well with all levels of staff, volunteers, church members, vendors, etc.
- Performs duties in a professional, courteous, and respectful way. Performs duties with a high degree of confidentiality, sound judgment, and discretion.
- Strong written, verbal, communication, and interpersonal skills: active listening and passion for care of the congregation
- Ability to edit manuscripts, sermons, and other written forms of communication
- Ability to adapt quickly to changing demands and deadlines, demonstrate flexibility in the face of change or uncertainty and concurrently manage multiple tasks successfully
- Strong organizational skills
- Ability to prioritize, and work within strict time constraints
- Be patient, reliable and have an attention to detail
- Strong internet research skills
- Understanding and support of the doctrine, mission, vision, and values of Hope Presbyterian Church.
- Able to adapt to changes quickly and effectively, prioritizing tasks in a fast-paced environment

## **Responsibilities of the Church Administrator:**

- Is proficient and creative with Microsoft applications, including Word, Publisher, Excel, PowerPoint, Outlook, and various photo programs, in order to create brochures, bulletin inserts, postcards, flyers, booklets, and other like projects.
- Has knowledge of database management or web-based solutions and apps to be able to update information for the staff and other church ministries and be able to communicate with vendors
- To always assess efficiency and cost of these objectives.
- Manage schedules to ensure the most efficient use of time, keeping supervisors well informed of upcoming commitments and responsibilities and following up as appropriate
- Anticipate needs and work deadlines.

- Manage key deliverable schedules and required coordination with department heads
- Edit and complete confidential correspondence, reports, and other complex documents to a high professional standard, prioritizing as appropriate
- Is able to manage and populate the church website by updating the calendar, writing up and entering events, and adapting the website to be user-friendly and attractive.
- Directs as needed, the copying, printing, mailing, organizing of bulletins, communication, postings, Annual Reports, and directories.
- Keeps accurate membership records (new members, birthdays, anniversaries, baptisms, weddings, deaths, etc.), both for denominational records and for the church database.
- Oversees usage of the Church Facility and the preparation of the sanctuary and classrooms for Bible studies and Sunday worship services, as performed by the Sexton.
- Coordinates with other ministries of the church for the purposes of facility use, scheduling, and publicity of those ministries.
- Other tasks as required.

Job Type: Part-time

- Tuesday to Friday
- 30 hours/week (flexible)

Work Location:

- In-person presence required 2-3x per week and virtual as needed