

Office Administrator
Faith Community Church (PCA)
West Chicago, Illinois

Application Deadline: October 13, 2021

Overview of Faith Community Church

Faith Community Church exists *for the glory of Christ, the growth of his church, and the good of the community*. Located in West Chicago, Illinois, we are a relational church that seeks to be a loving, gospel-centered Christian community. We are evangelical and reformed in doctrine and belong to the Presbyterian Church in America.

Description of Position

The office administrator plays an important role in helping Faith Community Church pursue its stated purpose by ensuring the smooth and efficient functioning of the church's daily and weekly administrative and organizational needs. The office administrator works closely with the pastor and is supervised by the pastor and the session.

Areas of Responsibility

Daily and Weekly Communication

- Maintain consistent and clear communication with the pastor and elders, the music director and other staff, in addition to ministry team leaders and church volunteers.
- Compose and respond to email daily and respond to incoming calls.
- Show hospitality by welcoming and directing church visitors.
- Print and distribute church letters and documents to congregation.
- Meet with the pastor regularly for prayer and review of calendar and upcoming events.

Organization and Coordination

- Fulfill tasks requested by the pastor so as to allow him to utilize his time more effectively (e.g. copying, scan, correspondence, agendas, errands, publicity and promotional projects).
- Assist elders and ministry team leaders in accomplishing organizational and communication tasks.
- Coordinate church volunteer schedules.
- Manage appointments, meetings, and facility use to prevent duplicate bookings.
- Maintain church office files, supplies, and equipment.
- Coordinate cleaning and maintenance schedule with custodian.
- Maintain and update weekly order of service and church records in the church management online platform.
- Oversee projects such as church directory, all-church mailings, and creative signs/posters/informational brochures.

Weekly Worship Service Preparation

- Coordinate, type, edit, print and fold the weekly worship bulletin.
- Ensure Worship Center is tidy and prepared for Sunday morning worship.
- Enter weekly worship attendance and send out welcome letters as needed.
- Contact volunteers participating in worship service and Sunday morning ministries.

Financial Organization

- Perform financial management tasks using Quickbooks as needed
- Enter online donations in Planning Center Online and print copy of the report.
- Assemble and distribute annual giving statements to congregants.

Digital and Web Management

- Proactively manage and update our church's website and social media.
- Edit sermon audio and prepare webpage with link to Sunday's sermon and bulletin.
- Update exterior digital sign and update digital announcements on lobby TV.

Skills Required

- Time management
- Excellent verbal and written communication skills
- Organizing, planning, and scheduling skills
- Problem-solving and prioritizing
- Conflict resolution
- Proficiency in Word, Excel, Outlook, and Access
- Website and social media development
- Basic graphic design skills

Personal Qualities

- Commitment to Jesus Christ and his church
- Trustworthy
- Kind and patient
- Humble and teachable
- Professional
- Self-motivated
- Hospitable to guests
- Organized
- Detail-oriented

Accountability

The office administrator reports to the pastor and the session

Hours Per Week

20 hrs/week; Monday-Friday (4 hrs/day)

Compensation

\$18.00/hour

Desired Qualifications:

- 2 or more years' office administration experience
- Associate's degree in business, office management, or related field desired

To apply for this position, please send a digital or hard copy of your resume, including a cover letter, to Faith Community Church:

Address: 910 Main St., West Chicago, IL 60185

Email: churchoffice@faithchurchwc.org

Phone: (630)231-8230

