

Title	Church Administrator
Location	Hybrid (Office located in Boston)
Hours	Part-time, 20 hours weekly
Contact	hr@citylifeboston.org

Position summary:

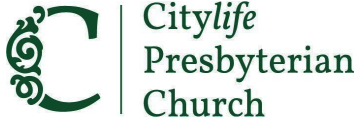
The Church Administrator oversees the administrative tasks and operations of the church. Responsibilities of this role include performing administrative tasks supporting pastors, staff and key lay leaders, preparing and supporting Sunday services, managing internal communication and strengthening existing operations. This role will serve as point of contact across many within and outside of the church.

- Manage the day-to-day church operations and provide key administrative support to pastors and staff through tasks such as: venue and facilities coordination, staff calendars and meetings coordination, Sunday preparation, and HR related tasks and coordination
- Coordinate Sunday service as the admin POC and deliver on tasks such as: bulletin management, final content review, volunteers/leadership rotations, finances, and day of support for involved teams
- Assist in the execution of core programs such as the membership process, leadership events, staff orientations and onboarding, and church wide events (i.e. booking venues, managing registration, scheduling interviews, baptisms, membership, installations, etc.)
- Oversee key resources such as Planning Center and the church directory

Detailed responsibilities:

Sunday service:

- Prepare for Sunday services
 - o Manage Planning Center
 - o Work with pastors to manage and secure scripture readers, presiders, prayer of intercession
 - o Manage bulletin archives in G Suite
 - o Prepare digital bulletin
 - o Act as final editor for all content
- Serve as point of contact for admin needs for lay led Sunday teams
 - o Welcome, Usher, Prayer, Communion, Worship for reimbursements, signage, materials, etc.
 - o Count Sunday attendance and record



Operational support:

- Provide office administrative support for pastors and staff
- Take minutes for staff meetings
- Manage Calendars
- Oversee and manage Planning Center, Church Center, and Church directory
- Assist in membership process and recordkeeping
 - Maintain records in church management system
 - Assist with scheduling/coordinating classes, interviews, installations, baptisms
- Provide administrative support for leadership events and certain church-wide events: booking venues, managing registration, etc.
- Act as point of contact for all facilities (Revere, WeWork, Laz Parking etc.)

Finances:

- Act as point of contact with bookkeeper
- Process weekly offering
- Provide support to treasurer to maintain and update financial records

Communications:

- Manage physical and digital mailbox
- Manage Google Voice account
- Basic website, social media and database management (coordination with communications committee)
- Publish weekly church-wide newsletter (coordination with communications committee)

Human resources:

- Act as point of contact with HR/payroll provider
- Assist HR needs of employees
- Oversee orientation and onboarding for new employees

Qualifications:

- Effective organizational skills, with careful attention to detail and the ability to handle multiple stakeholders/involved point of contacts and priorities
- Excellent written and verbal communication and interpersonal skills; proven ability to take initiative and build strong, collaborative relationships
- Strong digital and software knowledge with proficiencies in Trello, Microsoft Excel, PPT, Email, Zoom, Google Suite, Slack, Mailchimp, Planning Center/Services
- Strong preference for Citylife attendance / membership as before and after service support would be required



Compensation:

This role is part-time (20 hours per week) and will pay \$25,000 - \$30,000 annually, commensurate with experience.

Schedule Expectations:

- 20 hours (8 hours on Tuesdays; 4 hours on Sundays; flexible for remaining time)
- Attend weekly staff meetings (Tuesday - required; Thursday - optional)
- Attend monthly Session Advisory Committee & Staff meetings (first Thursday evening of every month)
- Available for weekly or bi-weekly check ins with supervisor

Interested candidates should email their resume to hr@citylifeboston.org.