Harvest Community Church (PCA)

Overview: Harvest Community Church (PCA) is seeking a full-time office administrator to oversee a variety of office responsibilities that are important to the day-to-day operations of the church. These responsibilities are outlined below.

JOB DESCRIPTION

Job Title: **Full-Time Church Administrator**

Prepared Date: February 2025

PURPOSE

Perform the day-to-day administrative tasks of Harvest Community Church PCA.

RESPONSIBILITIES:

- Answer phone, take messages, and manage voicemail
- Manage/purchase church office supplies (e.g., copier, hymnals, Bibles, etc.)
- Manage church calendar of events (Planning Center/Google Calendar/Website)
- Update church website, including uploading sermons
- Manage Harvest's social media profiles
- Maintain directory information and email list (Planning Center)
- Communicate prayer requests and other needs via email (Planning Center/Mailchimp)
- Create, edit, and print weekly church bulletins
- Work in concert with volunteers and worship leaders to create and edit weekly slides on Proclaim for Sunday worship service
- Work in concert with volunteers to schedule workers for each Sunday and special events (Sound people, slide turners, watchmen, etc.) (Planning Center)
- Coordinate communication, scheduling, resources, and supplies, and other administrative aspects of the work of the various ministries at Harvest (e.g., Children's Ministry, Women's Ministry, Leadership Development, etc.)
- Ensure each classroom is set up for Sunday morning, and that the sanctuary is stocked with pens and communication cards for Sunday mornings.
- Update and restock resources available to the congregation in the parlor
- Communicate to congregation digitally by email through Planning Center, the "This Week at Harvest" email, and occasionally for other events
- Receive, distribute, and send mail, as necessary
- Manage physical communication platforms at the church (marquee, bulletin boards, signs, etc.)
- Be the liaison for all outside groups (e.g., Metro ESL, etc.)
- Assist the Treasurer with organizing bills to pay, uploading invoices into Quickbooks, managing receipts and expenses, and other financial-related tasks as assigned by Treasurer
- Create sermon videos, audio, and transcriptions; upload sermons to YouTube and website
- Assist with livestream management
- Develop project proposals and project cost estimates; coordinate and oversee work with vendors as authorized by the Session and/or Diaconate
- Complementary to the work of the custodian to keep the building clean, oversee the general upkeep of the building (organization of displays and shelves, refreshing bulletin boards, identifying areas in need of maintenance, etc.)
- Transcribe sermons

- Assist daughter church plants with basic administrative services (bulletins, website, etc.)

REQUIREMENTS:
- Pleasant and welcoming demeanor
- 40 hours per week; office hours from 8–5, Monday through Friday (one hour lunch). Some remote work may be permitted.
- Extensive use of various software and technologies, including Quickbooks, Planning Center, MailChimp (email), Adobe InDesign, YouTube Studio, Google Drive Suite, or like tools and design software to build the bulletin
- Detail oriented, including ability to be a "self-editor" for slides, bulletins, and mailings
- Observe all policies and processes of Harvest Community Church

REPORTING/ACCOUNTABILITY:
- Reports to Associate Pastor for the session

COMPENSATION AND BENEFITS:
- Salary TBD, based on experience and qualifications
- Eligibility for Retirement Savings/Investment Program
- Eligibility for Insurance through Geneva Benefits
- Annual holidays for New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the following day), Christmas (and the following day)
- Beyond annual holidays, additional 15 days of PTO (Paid Time Off) annually; more PTO available after longer tenure

Other Notes:
This job is contingent upon successfully clearing a background check and drug screen. This job does not constitute a contract for employment other than employment at will.

How to Apply: Please submit your cover letter and resume to Harvest's Associate Pastor, Andrew Lightner, at Andrew@Harvestpca.org.