

CHURCH ADMINISTRATOR

Position Description

- The Church Administrator assists the pastoral staff, manages the church office, and supervises the administrative staff

Primary Objectives

- Enhance the ministry of the pastoral staff to promote the spiritual health of the congregation
- Promote clear and organized communication between staff, elders, deacons, and the congregation
- Ensure that the church office functions in an efficient and effective manner

Required Knowledge, Skills, Abilities, and Experience

Job Requirements:

- Demonstrated Christian faith and character
- Excellent communication and organizational skills
- Self-motivated, energetic, dependable, thorough, accurate, and functions w/ integrity
- Demonstrated ability to multi-task, maintain deadlines, supervise support staff, and delegate to volunteers. Team attitude, eager to cooperate with others
- Competent with typical office equipment: Multi-line phones, fax, scanner, printers, copy machines, etc.
- Proficient with Microsoft Office products: Word, Excel, Publisher, and Outlook (or equivalent software); Google Calendar, Picasa, and Docs; Facebook; Basic knowledge of Adobe Photoshop (or equivalent software)
- Ability to learn and become proficient with Servant Keeper Church Management Software and Soapbox Content Management System
- Ability to learn and adapt to the style of the pastoral staff (for images, publications, etc.)
- Successful completion of a personal background check (by a third party)

Experience Requirements:

- Minimum of three years experience in event planning, office management, and/or retail management

Desirable Experience:

- Technical computer hardware support, internet system support, back-ups, etc.
- Experience with overseeing sub-contractors: Janitor, Fire Protection System, HVAC, Alarm System, Elevator, Copier maintenance, etc.
- Basic bookkeeping and Human Resource responsibilities