

Job Title: Office Administrator
Supervised by: Senior Pastor
Hours: Averages 15+ hours per week

Job Summary: Manage functions in a small but busy office economically and efficiently, manage facilities use, organize work, establish priorities, and maintain and coordinate good interpersonal relations and communication with Ministerial Staff, employees, and the congregation. Provide confidential administrative support and program assistance to the Pastor(s), the lay leaders, and their teams.

Principal Duties & Responsibilities:

1. **Administrative Support:** Provide administrative support to Pastor(s) as needed including correspondence, non-financial file management, copying, responding to phone calls, and creating and sending weekly email newsletter. Assist with Bookkeeper's duties as required.
2. **Office Duties:** Provide administrative support for all general church office tasks, respond to phone and e-mail inquiries, distribute mail, maintain master calendar, maintain membership database and records, coordinate congregational mailings, and coordinate with Bell Editor for monthly newsletter.
3. **Facilities Management:** Coordinate facilities use by church programs and outside groups, from application to returning of keys and deposits – this includes receiving and moving applications through the process, assuring that policies are being followed, scheduling, and providing necessary communications. Assist bookkeeper with tracking payments and deposits; distribute keys and maintain appropriate records; coordinate with the Ministry of Property Team about facilities maintenance and repairs; coordinate with cleaning service.
4. **Worship Duties:** Prepare worship bulletins (includes proofreading, editing, of worship bulletins and announcement folders); coordinate with worship leaders and participants (liturgists, ushers, flower suppliers, etc.); coordinate information for guest speakers.
5. **General Office:** Keep current on postal regulations, order office, kitchen, and janitorial supplies, order supplies for the ministries of the church (such as Sunday School materials, candles, etc.).

Job Requirements:

2+ years experience managing a small office.
Proficient in Microsoft Office programs (Word, Excel, and Publisher) and experience with maintaining and utilizing databases (e.g., Church Windows).
Valid California driver's license.
Ability to organize and prioritize one's own work and work independently, balancing multiple projects and tasks and still meet deadlines.
Ability to work together with a diverse group of staff and volunteers.
Excellent communication skills.
Cheerful presence that welcomes visitors and supports church members & friends.
Flexibility, enthusiasm, and a sense of humor are desirable attributes.
Successfully complete criminal background check.
Bookkeeping experience desirable, but not required.