

POSITION DESCRIPTION
Office Administrator

Purpose: Provide administration, secretarial, bookkeeping, and public relations service through the Church Office.

Accountability: Pastor and Personnel Committee

Responsibilities:

1. Receptionist duties providing a friendly, welcoming and helpful environment and attitude to all who call or enter.
2. Perform secretarial duties for the Pastor and other staff members and church organizations as needed.
3. Operate the office computer system including but not limited to: Microsoft Word, Microsoft Publisher, Microsoft Excel, Automated Church Systems, QuickBooks Online, Realm.
4. Perform all bookkeeping and financial functions as directed by the Church Treasurer.
5. Publish the Church Bulletin, Weekly E-Blast, Newsletter, and Directory.
6. Maintain church website and Facebook page.
7. Keep all church records up to date, including the church email contact lists, church membership database, and online directory, maintaining confidentiality as necessary.
8. Organize the church office and files; operate and maintain all office equipment.
9. Order all church supplies as needed and properly requisitioned.
10. Keep the Church Calendar up to date, including scheduling of use of facilities, notifying all committee members of regularly scheduled monthly meetings, and staff of staff meetings.
11. Normal work hours will be 8 hours per day (8:00 AM to 4:00 PM) or at least 40 hours per week.
12. All other duties as assigned, including but not limited to processing prayer comforter requests and property management of the physical plant.

Performance Evaluation: Conducted annually by the Pastor as directed by the Personnel Committee.

Vacation, Holidays, Sick Leave:

Vacation: Two weeks (10 working days) paid vacation per year. Vacation time should ordinarily be taken in weekly increments, within the calendar year.

Holidays: Paid holidays, when they occur on normal working days, will be New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day.

Sick Leave: One-week sick leave or emergency leave per year.