

COMMUNITY CONGREGATIONAL CHURCH

JOB DESCRIPTION - Church Administrator

The Church Administrator ensures the efficient operation of all facilities and administrative functions, and plays a key role in communication and coordination of activities on site. The Church Administrator assists the minister, staff, and church community in the smooth operation of the organization and provides support to the Board. The supervisor of the Church Administrator is the Minister. This is a non-exempt position at 20 hours per week, in person, with the potential to grow. A successful Church Administrator will be able to handle multiple tasks to ensure the church is well run, maintained, and staffed. We are looking for someone who is welcoming, generous, efficient, detail-oriented, a great communicator, learner, and professional. Hourly rate is \$30 depending on qualifications.

POSITION TASKS AND RESPONSIBILITIES

1) Office & Church Administration

- Manage office phone, correspondence, calendars, website, social media, and filing
- Create and send weekly newsletter and other notices via Mailchimp or comparable tool
- Schedule in-person/zoom meetings for regular church meetings and record online analytics
- Maintain scheduled renewal of certifications and licenses
- Track and order office and building supplies
- Maintain policies and procedures documentation
- Support continued streamlining and automation of manual processes
- Manage volunteer office staff as needed
- Identify potential partners in mission and advocate for connectivity
- Work with staff and minister to create a welcoming, inclusive environment
- Other tasks and projects as assigned

2) Facilities Administration

- Oversee building rentals, contract signing, payment, and scheduling of support teams as needed for interface with on-site rental coordinators
- Market event space and community engagement opportunities
- Work with Board to develop and implement policies and procedures related to facility rental for weddings and other events
- Liaison for building tenants (groups and long term contract)
- Manage building and grounds projects - equipment research and replacement, repurpose of space, landscaping projects, key distribution list, including communication with Board, church teams and neighbors, as required.
- Oversee maintenance and repair of office equipment and worship/livestream technology
- Other tasks and projects as assigned

3) Worship Assistance (to be prepared before Sunday)

- Maintain a schedule of Liturgists for worship services
- Coordinate with Minister, Music Director and other volunteers on a weekly basis to share information and preparation needed for Sunday
- Prepare slides, attendance, offering tracker and other materials for 10am service
- Publish recordings and edit media as needed

Proficiency required in Google Workspace, Excel/Numbers, Word/Pages, Zoom, Mailchimp, Youtube, Social media platforms.