

Church Administrator

Job Description

Position Summary

The Church Administrator serves as the central point of coordination for church office operations and administrative support. This individual helps ensure the smooth day-to-day functioning of the church by providing organizational, communication, and ministry support while maintaining professionalism, confidentiality, and a welcoming spirit.

The ideal candidate is highly organized, computer savvy, detail-oriented, and able to manage multiple responsibilities in a fast-paced ministry environment. You must be or be willing to be a part of our church family.

Key Responsibilities

Office Administration

- Be present and available during scheduled office hours.
- Answer and direct phone calls in a professional and friendly manner.
- Monitor, respond to, and organize church emails and correspondence.
- Maintain organized office filing systems, both digital and physical.
- Order, organize, and maintain office supplies and inventory.
- Assist with general administrative duties as assigned.

Communication & Media

- Prepare and maintain the monthly church calendar.
- Communicate calendar updates and event information to website coordinator for maintenance and updates.
- Create weekly announcement slide presentations.
- Prepare Pastor's sermon slide presentations.
- Design flyers, graphics, and promotional materials for church events when ministries are unable to do so.
- Prepare and distribute the weekly e-newsletter.
- Respond to and follow up on church connection cards and visitor inquiries in a timely and welcoming manner.

Ministry & Event Support

- Serve as the primary office contact for ministry leaders and their administrative needs.
- Coordinate and assist ministries with office-related purchases and requests.
- Support church events and ministry initiatives through administrative assistance and communication.

Facilities & Documentation

- Organize, maintain, and track lease agreements, building requests, and facility usage documentation.
 - Ensure records and administrative documents are current and properly filed.
-

Qualifications & Skills

- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Ability to maintain confidentiality and professionalism.
- Strong attention to detail and ability to multitask.
- Friendly, approachable, and service-oriented attitude.
- Ability to work independently and collaboratively with church staff and ministry leaders.

Technical Requirements

- Proficient in:
 - Microsoft Office Suite
 - Google Workspace (Docs, Sheets, Calendar, Gmail, etc.)
 - Canva
 - Comfortable learning new software and technology systems.
 - Experience with church management/planning software is considered an asset.
-

Preferred Qualifications

- Previous administrative or office experience preferred.
 - Experience working in a church or nonprofit environment is considered an asset.
 - Familiarity with church culture and ministry operations is beneficial.
 - Must be or willing to be apart of our church family.
-

Work Schedule

- Part-time hours 10:00am - 3:00pm Tuesday – Friday. This may increase as we grow.
-

Reporting Structure

- Reports directly to the Lead Pastor and/or designated supervisor.