

Job Title	Office Administrator
FLSA Classification:	Nonexempt
Reports to:	Pastor and Chair, Human Resources Ministry Team
Review Date:	May 30, 2025

Job Summary:

Provides essential administrative and communication support to the Pastor, Parish Associate, Session, Ministry Teams, and the congregation. This role involves managing the church office, producing internal and external communications, maintaining digital platforms and ensuring smooth daily operations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide direct administrative support to the Minister and Parish Associate.
- Create emails, church Annual Report and all such other publications as required by the Session, Pastor, or ministry teams.
- Daily oversight and maintenance of website, calendars, and social media platforms.
- Print, email and post weekly bulletin and newsletter to website.
- Prepare and produce all materials for all services in both electronic and paper formats.
- Communicate regularly with Ministry teams and perform administrative work for church groups and ministry teams under the approval and/or direction of the Pastor.
- Perform office duties of typing, routine correspondence, filing, copying, emailing, data entry, supply management, answering phones, and maintaining relationships with office equipment vendors, visitors and members.
- Prepare meeting packets, attend meetings, record and transcribe minutes for session.
- Maintain and update Church database using Church Windows, ensuring records are accurate and up to date.

Competencies:

1. Organizational Skills: Ability to manage multiple tasks, maintain records, and keep the office running smoothly.
2. Communication Skills: Strong verbal and written communication to interact effectively with colleagues, clients, and vendors.
3. Time Management: Efficiently prioritizing tasks and managing time to meet deadlines.
4. Problem-Solving: Ability to address and resolve issues that arise in the office.
5. Technical Proficiency: Familiarity with office software like Microsoft Office Suite, Google Workspace, and other relevant tools.
6. Attention to Detail: Ensuring accuracy in tasks such as data entry, scheduling, and document management.
7. Customer Service: Providing a friendly and professional presence for visitors and members.
8. Adaptability: Flexibility to handle changing priorities and new challenges.
9. Team Collaboration: Working well with others to support office operations and projects.
10. Strategic Planning: Ability to plan and execute office activities and events efficiently.

Minimum Qualifications:

Experience with maintaining website content management and social media platforms. Ability to maintain confidentiality and professionalism in all tasks. Working knowledge of Publisher, Word, Teams, Sharepoint, and PowerPoint. Must be able to pass background check.

Preferred Qualifications:

Extensive knowledge of Publisher, Word, Teams, Sharepoint, Adobe, and PowerPoint. Experience in a church or nonprofit office setting.

Working Conditions: The characteristics described herein are representative of those an employee encounters while performing the essential functions of this position.

Physical: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 15 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental

Performs clerical, manual, and technical tasks requiring a wide range of procedures and may require intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Environmental

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory

The job requires normal visual acuity, field of vision, hearing, and speaking.

Acknowledgement

This is to certify that I have been given the opportunity to review my job description. This description is intended to indicate the kinds of tasks and levels or work difficulty that will be required and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision.

Employee Name: _____

Employee Signature: _____

Date: _____