



THE ORCHARD

Job Description

Job Title: Campus Administrator – Barrington

Full Time (40 hours per week) - Non-Exempt – Non-Ministerial

Reports To: Associate Pastor - Barrington

Purpose: The purpose of this position is to provide administrative and ministry support to the Campus Pastor, Associate Pastor and other members of the campus staff as needed.

Responsibilities:

- Oversee and manage the campus office and administration, including the Receptionist/Facility Scheduler position.
- Perform tasks necessary to compile and distribute mass communication and other materials. This may include completion of Communication Request Forms, website updates, and event registrations.
- Provide organization and tracking of project tasks throughout the ministry year, which includes the creation/management of documents, spreadsheets, databases, communication plans, and various ministry reports.
- Manage the internal campus calendar of staff meetings and church events as well as databases and online systems that serve the staff and plan for ministry.
- Assist with the planning, execution, volunteer recruitment, and resource gathering for key campus events, such as membership, baptisms, child dedications, communion, funerals, discipleship initiatives, trainings, concerts, etc.
- Provide professional written/verbal communication and administrative assistance to support the ministry activities of the campus as directed by the Pastoral Team members.
- Liaise well with lay leaders, volunteers, church board, and Central staff as needed to help advance annual strategic priorities.
- Assist with purchasing, bill payments, expense reimbursements, and benevolence distributions within the financial plan for ministry.
- Perform other duties assigned by the Associate Pastor.

Qualifications:

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage
- High level of discretion due to the sensitive and confidential nature of many of the tasks.
- Detail oriented to provide quality work and complete assigned tasks accurately.
- Ability to manage multiple tasks within projects and assignments, regardless of interruptions.
- Ability to organize, analyze, and execute tasks in a timely manner.
- Strong Interpersonal skills with ability to communicate effectively with congregants, management, and volunteers.
- Demonstrate professionalism through appearance, attitude, and loyalty.
- Self-motivated and able to initiate projects and work independently.
- Proficient with computer system software such as Office 365, Word, Excel, PowerPoint, One Drive, Outlook and other needed software to complete specific projects or tasks.

To apply for this position, please send your resume along with a cover letter to employment@theorchard.church.