



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.

Salary Range: \$20-\$25 per hour based on skills and experience

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