

Front Office Admin Job Description

Ministry Area/Department: Administrative

Position: Front Office Admin

Accountable To: Finance Manager

Position Status: Part Time/Full-time

JOB SUMMARY

The Office Manager oversees the management and administration of the Liberty Church office and is responsible for coordinating and executing tasks to ensure the church office operates efficiently.

QUALIFICATIONS

- Growing relationship with Jesus Christ as Savior and as Lord
- Honor God's word and command about tithing (Malachi 3:10)
- Willingness to become a partner/member of Liberty Church
- Ministry-minded individual with a desire to serve the Lord and others through the gift of administration
- Minimum of two years administrative experience
- Proficient computer skills (MS Windows, Word, Excel, Access, PowerPoint, and Google Calendar)
- Strong propensity for database and reporting functions
- Strong leadership and interpersonal skills
- Excellent composition and verbal communication skills
- Effective time management skills and the ability to multitask
- Ability to problem solve and utilize creative solutions
- Keen attention to detail
- Ability to communicate effectively and work well with a team
- Professional, organized, proactive, and flexible
- Maintain strict confidentiality

ESSENTIAL FUNCTIONS

- Manage the administrative functions of Liberty Church
- Provide information and assistance to pastoral and office staff, ministry leaders, and event points of contact
- Secondary benevolence admin assistant to Care and Support Pastor
- Schedule appointments for Care and Support Pastor
- Utilize Church Community Builder (CCB) and Planning Center (PC) church management software
- Generate forms in CCB and PC
- Match CCB and PC profiles and forms
- Supervise the work of the Office Assistant/Receptionist

- Update and maintain church master calendar
- Prepare weekend event list for Welcome Center and Event Registration
- Receive event requests
- Create events in CCB and PC
- Assist Events Coordinator, as requested
- Aid in the physical setup of events, as needed
- Complete and submit marketing requests
- Prepare and submit fund requests
- Dispense building keys and office alarm passcodes
- Maintain key and alarm passcode issuance and control records
- Process and coordinate vehicle usage requests
- Track vehicle usage
- Update and maintain office equipment
- Contact vendors and merchants for technical support
- Submit all repair requests
- Provide curriculum notes for life groups, as necessary
- Proofread weekly ads and monthly newsletters
- Print documents, materials, reports, etc., as requested
- Provide additional support to Office Assistant
- Receive incoming calls, answer questions and provide information whenever possible.
- Take complete and accurate messages; screen and route calls to appropriate staff members.
- Complete daily closing procedures

ADDITIONAL RESPONSIBILITIES

- Disseminate churchwide communications via the bulk texting platform, Pastors Line
- Schedule and facilitate ministry Zoom video conferencing meetings
- Other special projects as assigned