



95 Hamilton Street
New Haven, CT. 06511
info@rocknewhaven.org
www.rocknewhaven.org

Church Administrator

Full-time (30 hr/wk)

\$25/hour

Job Description: The church administrator manages the business side of the church's operations. Their work typically involves overseeing essential functions, including office management, some financial oversight, and effective communication. They can also serve as intermediaries between staff, congregants, and the public, communicating key information about the church's ultimate mission of sharing the word of God, through congregational and community outreach.

Key Responsibilities and Duties

- **Office Management:** Overseeing daily administrative operations, maintaining office supplies, and ensuring office equipment (computers, printers) is functional.
- **Scheduling & Logistics:** Maintaining the master church calendar, scheduling facility usage for weddings, funerals, meetings, and events.
- **Financial & Records Management:** Assisting the treasurer with bookkeeping, paying bills, maintaining attendance records, and managing membership databases.
- **Human Resources/Volunteer Coordination:** Overseeing office volunteers, and in some cases, providing direction to custodial or administrative staff.
- **Facility & Security:** Managing maintenance requests, security systems, and serving as a point of contact for external vendors.



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Required Skills and Qualifications

- **Experience:** Usually 3+ years of administrative experience, preferably in a church or non-profit environment.
- **Technical Proficiency:** Proficiency in Microsoft Office Suite and Canva.
- **Communication:** Strong written and verbal skills for engaging with staff, members, and visitors.
- **Organizational Skills:** Excellent time management and ability to prioritize multiple tasks.
- **Confidentiality:** Ability to handle sensitive financial, member, and pastoral information with integrity.

Common Reporting Structure

The Church Administrator reports to Associate Pastor Asia Goubourn

Compensation

Monday - Friday

30 hours per week (9a-3p)

\$25 per hour

Paid Vacation

Retirement Compensation