

Job Description



Employee's Name:	
Job Title:	OFFICE ADMINISTRATOR
Reports To:	Lead Pastor
Secondary Accountability:	
Department / Ministry:	Administration
Exempt Status:	Nonexempt
Position Type:	Part-Time/Hourly
Number of Hours per Week:	28 Hours

Purpose

The Office Administrator will ensure that the staff, congregation, and community connections have the administrative support necessary to work and function efficiently.

Essential Responsibilities

- Function as the first voice and face for those connecting with the church through e-mail, phone and in building.
- Oversee the Calendar of church activities and building usage.
- Connect with church attenders on phone as they need an ear to listen or prayer
- Facilitate many facets of communication (bulletins, prayer requests, special events)
- Manage our church database
- Order and maintain office supplies for church use
- Work with vendors on phone, internet, maintenance issues
- Support our staff in administrative duties as needed
- Communicate with and support needs of volunteer leaders and their ministries
- Other duties as assigned

Qualifications

Education/Experience

- 2 years experience in an administrative role

Knowledge/Skills/Ability

- Growing relationship with Jesus Christ, evidenced by action, attitude, and behavior
- Fully embrace the vision and values of Nowthen Alliance Church
- Able to work within an organizational structure involving paid staff, volunteers, Board of Elders, and ministry teams
- A personable and friendly presence
- Situationally flexible, positive, dependable, and a team player
- Comfort with a variety of uses of technology for communication
- Ability to prioritize and work within deadlines

- Solid verbal and written communication skills
- Self-directed and motivated
- Able to deal with a variety of people, all while communicating in a professional manner
- A desire to see other people's ideas come to life and support them as necessary

Approved By

Lead Pastor:	
--------------	--

Employee:	
-----------	--

Date:	
-------	--

This description is intended to describe the general content and requirements for the performance of this position.
It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.