

JOB DESCRIPTION



OFFICE ADMINISTRATOR

Employment Status:

Part-time, non-exempt. Approximately 20 hours/week.

Reports to Director of Finance and Operations

How does this position “make disciples who make a difference”?

The Office Administrator is responsible for maintaining the systems and processes of the church that allow it's many components to work together for our single mission of making disciples who make a difference.

Primary Responsibilities

Systems Administration

- Maintain and update walkie-talkie system

Scheduling and Coordination of Congregational Resources

- Coordinate church security system which includes door lock schedule, security codes, and key fobs using Remote Link Software.

Administrative Support

- Provide administrative support to Church Administrator
- Assist business office with counting offerings, proofing payroll, bank deposits
- Acts as a team-player on the church staff, assisting outside of this position's primary responsibilities when needed or as assigned.