



## Office Systems Administrator

Lake City Community Church (LC3) – Lakewood, WA  
Reports to: Executive Director of Administrative Services  
Part-Time, 16-20 hours/week | Hourly, Non-Exempt

### Position Summary

Lake City Community Church is seeking a detail-oriented and proactive Office Systems Administrator to manage and maintain our church management systems, primarily Planning Center Online (PCO), and support various administrative functions. The Systems Administrator will ensure seamless event registrations, check-in processes, database and calendar management, and communication systems, contributing to the smooth operation of church activities and ministries.

### Key Responsibilities

#### Event Registrations and Calendar Management

- Create and manage event registrations in PCO, updating details and configuring waitlists or childcare assignments.
- Add registration links, tasks, and graphics to the church calendar.
- Create and update check-in processes for events.

#### Check-In and Device Management

- Configure and maintain check-in processes in PCO for events with childcare, Middle School, or High School components.
- Ensure proper setup and functionality of check-in devices, such as iPads, for event operations.

#### People and Database Management

- Create and manage forms in PCO, including surveys, counseling intake forms, sign-up forms, and Community Group surveys.
- Maintain the PCO database for accuracy and data integrity.
- Manage membership status of attendees, creating lists as needed.

#### Communication Systems

- Oversee Clearstream text messaging, including checking and sending texts and creating integrated lists in PCO.
- Compare unsubscribed Mailchimp contacts with the PCO database to update records.

#### Miscellaneous Support

- Troubleshoot basic IT issues, including printers, check-in systems, and registration problems.
- Assist with general office tasks, such as answering phones, helping visitors, and supporting staff with printing or other administrative needs as assigned.

### Qualifications

- Strong proficiency with church management software, preferably Planning Center Online (PCO).
- Basic computer troubleshooting skills for printers, iPads, and check-in systems.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Strong communication skills for interacting with staff, volunteers, and church members.
- Commitment to the mission and values of Lake City Community Church.

### Work Environment

This role is based at Lake City Community Church in Lakewood, WA, and involves collaboration with staff, volunteers, and ministry leaders. The Systems Administrator will work in a faith-centered office setting, with occasional support for off-site events or programs.

### Compensation and FLSA Compliance

- This position is classified as **non-exempt** under the Fair Labor Standards Act (FLSA).
- The employee will be eligible for overtime pay at a rate of one and one-half times their regular rate of pay for all hours worked over 40 in a workweek, in accordance with federal and Washington State labor laws.