



Office Administrator

Summary of Position:

The Office Administrator will help support the ministry of the church through effective and efficient office management regarding daily tasks, communication, and financial responsibilities

Qualifications

- High School Diploma
- Proficient in Microsoft Suite, typing, and other computer efficiencies
- A good communicator and works well with a team
- Follower of Jesus, and living a life consistent with the Gospel

Responsibilities.

A. Administrative

- a. Oversee the Church Calendar and events, schedule meetings, events, and facility usage
- b. Will maintain church records, including membership, baptisms
- c. Maintain office supplies and inventory to ensure materials are in stock.
- d. Order all church literature and curriculum. Coordinate with correct teams for distribution.
- e. Maintain office equipment and schedule maintenance as necessary
- f. Support and encourage the staff in the performance of their areas.

B. Financial

- a. Assist in preparing and monitoring church budget.
- b. Process payroll, managing accounts payable/receivable.
- c. Prepare and send member contribution records.

C. Communication

- a. Coordinate Newsletters, bulletin content, and website updates.
- b. Facilitate communication between leadership, staff, and congregation.
- c. Handle incoming calls, emails, and visitor inquiries professionally.
- d. Maintain online presence through social media platforms.
- e. Maintain confidentiality of members.