

Benton Street Baptist Church
Job Description for
Office Administrator

Position Title: Office Administrator

Purpose: Provide administrative services for church office operations

Reports to: Lead Pastor, Director of Administration

Minimum Requirements:

- Demonstrates Christian character and faithfulness to the ministry of a local church.
- Proven interpersonal and communication skills.
- Organizational and multi-tasking abilities.
- Working knowledge of iMac, Apple, Windows and Microsoft computer software.
- Familiarity with photocopiers, printers and databases

Office Hours: Tuesday 9am-5pm and Wednesday - Friday 9am-1pm (Total of 20 hours/week.) These hours may be adjusted at the direction of the Lead Pastor.

Responsibilities:

- Provide clerical support to church committees (ie. brochures, posters, tickets, registration forms, newsletters, etc.)
- Answer incoming calls, emails and screen walk in traffic
- Office Services - reception, mail, photocopying, petty cash, bank deposits
- Design and produce weekly bulletin, prayer prompter, and announcement slides and script
- Produce church directory as requested
- Manage rental of parking spaces to the local business community
- Assist Director of Administration with scheduling facility use and rental in cooperation with Finance Committee
- Assign and maintain member mailboxes
- Assist with church communication including mid-week emails, Sunday emails and other emails as needed (ie. special events, meal sign-ups etc.)
- Report to Director of Administration and assist with other duties and projects as required.

Performance Evaluation: Annual reviews will be conducted in January for the purpose of evaluating performance against expectations on the part of both the employer and the employee.