

**First Baptist Church  
Gettysburg, Pennsylvania**

**Position Title**

Church Office Administrator (wage range: \$16.50 - \$17.50 per hour).

**Reporting**

This position reports directly to the Senior Pastor.

**Position Description**

This position will provide support to the pastoral staff, church ministries, church boards and committees. The position requires the ability to organize and perform multiple tasks simultaneously while making appropriate independent decisions within established parameters. The ability to plan, organize, and schedule work and projects is crucial.

**Position Requirements**

The Church Office Administrator at First Baptist Church must:

- maintain membership in good standing at First Baptist Church
- be Born Again in accordance with John 3
- live a consistent Christian lifestyle in accordance with biblical principles
- act in agreement with the holdings of First Baptist Church distinctives, such as policies, doctrines, procedures, preamble and constitution
- be able to work in a sensitive and confidential manner and to protect confidential information and materials
- maintain proficiency in computing systems, primarily the Microsoft suite of products (Word, Excel, and Powerpoint), document sharing (such as Google docs and Sharepoint), and church management software (such as Subsplash) in order to organize church data, schedules, produce quality graphics, presentations, and reports, (including bulletins, newsletters, etc.)
- have excellent organizational skills
- have excellent communication skills; both written and oral
- exercise good judgement in the screening of telephone calls and visitors
- be a high school graduate with undergraduate college courses or degree, and/or previous similar experience, a plus

**Position Responsibilities:**

The Church Office Administrator at First Baptist Church will:

- acquire detailed knowledge of church operations, organizational procedures, practices, policies, and staff
- provide proactive and professional interaction with all levels of First Baptist Church staff, members, attendees, visitors and those outside of the church body
- do their best to anticipate staff needs based on routine/upcoming events and assist in planning ahead for these events to the greatest extent possible

- track and monitor illnesses, hospital and rehab stays, and gather pertinent information (including nature of illness, hospital, directions, room number, etc.) in a timely manner and distribute appropriately to pastoral staff for visitation
- follow up on action items and issues pursuant to boards, committees, and church officers as directed
- appropriately maintain phone systems, familiarity with church website, membership database, and any other elements as directed
- perform the following as directed:
  - coordinate meetings and calendars
  - prepare and appropriately communicate schedules of church activities
  - prepare non-routine documents (i.e. funerals, dedications, weddings, etc.)
  - attend and participate in staff meetings
  - perform other clerical duties as directed
- perform other duties as assigned by the Senior Pastor or other members of the pastoral staff
- be responsible for communication with the church body and community at-large regarding ministries and events, using emails, website, bulletin boards, church signs, various mailings, and press releases
- oversee volunteers helping in the office and be willing to assist church workers with the copier and other office equipment as needed
- hours of work would be from 8:30AM to 4:30PM, Monday through Friday. This may require opening/closing and arming/de-arming church security system