

IMMANUEL CHURCH OF THE CHRISTIAN AND MISSIONARY ALLIANCE

Job Description – Office Administrator

Description: The primary function is to provide seamless, efficient, and Christ-centered administrative support that strengthens the church's ministry, enhances communication, and fosters a welcoming and organized environment where discipleship, worship, and community can flourish. The primary task is to provide administrative support for the church staff and church ministries, oversee communications, coordinate information management, and develop and maintain the church's online presence. The role will be 28 hours per week, which is a part-time hourly position and therefore only eligible for certain benefits according to the Employee Manual. However, since the position is close to full-time, certain benefits will be offered including paid vacation, personal days, holidays, and sick days.

Accountable To: Associate Pastor as direct supervisor for planning, training, and reviews. He/she will ultimately fall under the authority of the Lead Pastor and the Governing Board.

General Qualifications:

- Strong Christ-like character with a heart for church ministry
- High school graduate or higher
- Previous administrative experience
- Proficiency in computer use and common software such as Microsoft Office.
- Proven ability in graphic design.
- Organizational skills, accuracy, self-initiative, multi-task ability
- Trustworthy to maintain confidentiality
- Attitude and demeanor of service and cheerfulness as the "face" of the church
- Strong people skills to interact with a wide variety of people inside & outside the church

Relationships:

- Governing Board – Matters of the church staff's human resources and ultimate supervision fall under the Governing Board.
- Associate Pastor – The Associate Pastor will provide ongoing instruction, planning, goals, and accountability. An annual review will be conducted, along with periodic other reviews as appropriate.
- Other staff members – Administrative support should be given to the staff, with priority given to the Lead Pastor. Also, participate in weekly staff meetings with the pastoral staff team.
- Church leaders and attenders – Administrative support should be given to church leaders and ministries to a limited degree. The goal is to empower leaders to utilize the resources of our office to help them carry out their ministries. Care and support should also be given to church attenders.
- The general public – The Office Administrator should be a professional and helpful point of contact to the general public by phone, email, and in-person.

Duties and Responsibilities:

A more detailed list of responsibilities will be given upon hiring. However, these are the general duties:

- Oversee office communications incoming and outgoing (phones, emails, prayer requests, digital newsletters, etc).
- Serve as a receptionist to greet and help those who visit and contact the office.
- Process benevolence cases (receive requests, process paperwork, connect with Deacons, distribute as needed).
- Produce and maintain the church’s media and publications such as website, promotional graphics, social media, printed materials, mailings, etc. (i.e. monthly newsletter, bulletin, funeral bulletins, announcement slides, and membership, baptism, and dedication certificates).
- Produce the video/audio of the Sunday services.
- Maintain the church’s database, membership list, registrations, calendar, and scheduling process (includes van and building use scheduling).
- Assimilate and produce reports for the Governing Board and annual meetings, and compile and submit the Alliance National Office report.
- Maintain the office supplies, office equipment, office forms (i.e. maintenance, check request, deposit forms, etc.), and files.
- Maintain the phone system as needed (i.e. changing messages, assigning/setting up mailboxes for new staff, etc.)
- Receive and distribute mail. Do periodic mailers for certain ministries.
- Manage church cell phone bill (including billing and payments) and copier contract.

Staff Member Date Supervisor Date

Adopted 3/19/25