

## **King's Grant Presbyterian Church Office Administrator Job Description**

The role of Office Administrator is a part-time position, key to overall Church office function. This staff member may be the first contact that members and non-members of KGPC have with the Church.

As such, this individual must project a caring, friendly, faith-based attitude while also exercising trustworthiness and confidentiality. This individual must possess the background and skills necessary to create and distribute professional Church communications. The employment relationship is governed by the most recent version of the KGPC Employee Handbook.

Reports to: KGPC Pastor

### **General Duties and Responsibilities include but are not limited to:**

- Greet all members and visitors to the Church office and direct them to the appropriate staff member for required assistance
- Answer phone, return messages and review emails in order to direct them to the appropriate staff member
- Assist in the mailing of Church related materials, maintain sufficient office postage, sort and distribute mail
- Serve as point of contact for special needs of congregation, e.g. illness, hospitalization and crisis events
- Coordinate efforts to respond to needs of those outside the Church seeking assistance
- Assist in scheduling repairmen, deliveries, building/property workers during regular office hours in conjunction with the Property Team
- Respond to the administrative needs of the KGPC staff and Ministry Teams
- Work closely with Pastor, Director of Music, Christian Faith Formation Director, Assistant Music Director, Nursery personnel and members of Session
- Prepare, copy and distribute Ministry minutes, recommendations and reports to Session
- Assist Pastor and Clerk of Session with required correspondence when members transfer Church membership
- Possess knowledge and ability to work with "Church Windows" computer program, including Membership module to create and maintain family and individual profiles to facilitate preparation of labels, listings and directories
- Assist in preparation of and oversee budget for Church office, order needed supplies
- Provide access and master keys to members and guests as needed and maintain records
- Possess good working knowledge of all office equipment in order to assist others with copying, collating, enlarging, etc.
- Maintain office Church master and website calendars, entering events and space requests in a timely manner and serve as contact person for individuals/groups requesting use of Church facilities, both for church and non-church related functions
- Assist in coordinating and training volunteer office workers who may be recruited to assist in special mailings and other office tasks
- Coordinate reservations and collect money for scheduled Church events
- Possess a working knowledge of Church security system and software
- Maintain Church Policy and Procedures manual
- Ensure all confidential reports and files are maintained in a secure location
- Update Church rolls including member deaths, baptisms and membership transfers
- Provide up-to-date weekly information on events, calendars, and banners to Digital Outreach Specialist for website and social media

- Create and distribute weekly e-communication and/or newsletter with input from staff, Ministry Teams and Church groups
- Preparation of weekly and special bulletins, connect cards, and announcement slides
- Collect information from weekly Connect cards, record in spreadsheet, and distribute information to appropriate Ministries
- Participate in staff and Leadership Team meetings, attend retreats
- Facilitate the Worship Visitor process

**Job Skills and Qualifications:**

- Associate degree in Business Administration and/or Communications, or equivalent
- Five (5) plus years' experience in office administration and computer knowledge
- Combination of education and experience that would provide an equivalent background for this position
- Committed Christian who enjoys working in a Christian environment
- Adherence to King's Grant Presbyterian Church's Vision and Values
- Preferred experience with Canva, Constant Contact, Publisher, Church Windows and MS Office