



Church Administrator

Job Description

This paid position is with benefits of paid holidays, sick days and vacation days.

Purpose of Position

The purpose of the Church Administrator is to organize information, manage team logistics, communicate information relating to other church staff, and work toward keeping the day-to-day operations running smoothly at Shepherd's Heart. Hours are 40 per week and the position reports to the Rector and Senior Warden

Office Responsibilities

1. Manage the church office.
2. Answer and respond to phones, voicemails and emails.
3. Open/Respond to Mail.
4. Talk to constituents who have various concerns.
5. Offer a knowledgeable presence during office hours. 9am to 5:30 PM.
6. Facilitate church communication networks: bulletins, phones, etc.
7. Manage the flow of supplies – ordering, restocking, etc.

Administrative Responsibilities

1. Keep an eye on the building via camera security system.
2. Check basement after the drop-in center is closed – M-F at 10am.
3. Respond to alarms and problems.
4. Schedule annual and semiannual testing of security and other systems.
5. Report to the Food Bank monthly.
6. Support Rectors administrative needs by making copies, faxing, clerical work, set up events, and anything else requested to help make his responsibilities easier.
7. Support the Shepherd's Heart Veteran's Home team members and veterans with tasks such as making copies, sending faxes, delivering mail and voicemails, arranging transportation, etc.
8. Attend and take notes of weekly staff meetings.
9. Compile and update church calendar.
10. Support other staff members as needed (i.e. Illness, cleaning, donations, etc.)

Ministry Responsibilities

1. The Church Administrator is an integral part of Shepherd's Heart leadership team. He/she will work in conjunction with the staff team in the yearly review of church ministries and overall church strategy.
2. The Church Administrator is available as a resource to the volunteer leaders and to provide help, if possible, when requested.
3. Oversee Shuttle Van Ministry by scheduling repairs/inspections when needed, alerting veterans if a new schedule is in place, and coordinating the change in schedule.
4. Attend to the needs of the community and walk-in by communicating with Sharon (cook) about available food, utilizing the pantry, praying for their needs, and making sure that they feel the love of God through every interaction.
5. Write up quarterly Newsletter draft with input from other staff.
6. Oversee stuffing and mailing of the quarterly Newsletter.

Expectations

1. The Church Administrator is to have a real relationship with Jesus Christ and is to be actively seeking a deeper relationship with Him. This belief should be lived out in such a way that it is obvious and real to those in the leadership of Shepherd's Heart and the church family.
2. The Church Administrator is to be a team player of Shepherd's Heart Fellowship.
3. The Church Administrator should recognize that working with a team is essential to successful ministry. It is expected that he/she work closely with other staff members and volunteers.
4. The Church Administrator should be disciplined and diligent with his/her time, keeping a balance between home and work. Obviously there are exceptions in a work week. However, one's family should not be sacrificed for the sake of the ministry.
5. The Church Administrator is to spend time throughout the year developing his/her skills in relevant areas, developing his/her character, and sharpening his/her knowledge and understanding in ministering to people while fulfilling his/her role as Church Administrator.
6. Professional review and development should occur through honest and ongoing feedback. Deliberate and meaningful conversations are expected with the Rector on at least a weekly basis.

Requirements

1. Proven experience as an office administrator, office assistant or relevant experience
2. Outstanding communication and interpersonal abilities
3. Excellent organizational and leadership skills
4. Familiarity with office management procedures and basic accounting principles
5. Excellent knowledge of MS Word, Publisher, Excel, Powerpoint and Quickbooks. Knowledge of Social Media platforms. Aptitude for learning new software.
6. BS/BA in office administration or relevant field (preferred)
7. A maintained relationship with Jesus and a willingness to operate in the love and gifts given by God.
8. Experience serving veterans, the poor and homeless and an understanding of the social, psychological and spiritual needs of this population preferred.