

## Position Description

<b>Job Title</b>	Office Administrator
<b>Position Summary</b>	Responsible to oversee and administer the church office, office staff and volunteers, and serve as administrative assistant to the Lead Pastor.
<b>Reports to</b>	Lead Pastor
<b>Position Status</b>	Full Time/Exempt

### Job Responsibilities

- Oversee and administer the church office and the various resources the office provides for church ministries
- Supervise and manage volunteers who assist with various duties through the office including bulletins, newsletters, mailings, etc.
- Serve as administrative assistant and receptionist for the Lead Pastor and the congregation
- Maintain church membership roster and other church contact bases
- Place orders to maintain office, worship, and custodial supplies
- Serve as Financial Secretary for recording member giving in membership database
- Receive, open, organize, and distribute mail and various bills and invoices in preparation for the Bookkeeper
- Oversee, receive and codify business credit cards receipts and reimbursables with appropriate documentation
- Manage the church calendar
- Create, design, and publish church bulletins, mailings, newsletters, and other publications
- Other duties as discussed and/or assigned by the Lead Pastor

### Job Skills and Requirements

- An understanding and heart for working with church members
- Ability to interact with a variety of people, keep appropriate confidences and work closely with pastoral leadership
- Ability to be self-motivated and plan ahead for office ministry needs
- Interpersonal skill and ability to organize and supervise volunteers
- A good phone presence with callers
- Computers skills, particularly word processing, publishing and data processing: key software programs include Word, Publisher, Excel, WordPerfect and church membership database (Shepherd Staff)
- Good computer skills and willingness to learn new computer software programs as needed
- Able to pass background check required of all staff at Atonement.

### Evaluation and Compensation

The Office Administrator reports directly to the Lead Pastor and receives an annual performance review. Compensation is reviewed annually, commensurate with experience, and distributed bi-weekly.