

**OFFICE ADMINISTRATOR, NORTH CRESTVIEW CAMPUS**

<b>Position Title:</b>	Office Administrator (Part-Time; Non-Exempt Position)
<b>Date:</b>	January 2021
<b>Supervisor:</b>	Campus Pastor
<b>Purpose:</b>	Provide a high level of professional assistance to the North Crestview Campus Pastor through coordinating all administrative aspects of the business functions of the church while exercising a strong degree of confidentiality. Serve as a representative of the church to the public and actively promote the embodiment of the church mission.

**PRIMARY DUTIES:**

1. Welcome individuals entering the church, answering questions or directing them to a staff member.
2. Manage incoming phone calls, mail, and email.
3. Maintain the church database for membership and worship attendance.
4. Manage outgoing weekly communication including mail, email, and social media.
5. Maintain appointments and church calendars.
6. Maintain campus webpage content.
7. Order and maintain office supplies and equipment.
8. Prepare weekly publications, graphics and sermon Power Points.
9. Assist with campus Human Resources responsibilities for staff hiring, termination etc.
10. Provide administrative duties and reports as directed by Campus Pastor and Ministerial Staff.
11. Attend scheduled meetings per the direction of Campus Pastor.
12. Uphold the Staff Covenant.

**SKILLS DESIRED:**

1. Experienced office administrator with strong organizational skills.
2. A self-starter who can multi-task and prioritize work load.
3. Outstanding telephone and interpersonal etiquette.
4. Excellent written communication skills.
5. Ability to get along with people of all backgrounds, beliefs and personality styles.
6. A consummate team player who works well with volunteers, staff and external vendors.
7. Proficient computer skills in all Microsoft Office programs.
8. Ability to quickly learn new computer programs.
9. Professional confidentiality ethic.

**KEY PERFORMANCE MEASUREMENTS:**

1. Creates a courteous, professional, and inviting atmosphere.
2. Maintains and simplifies administrative processes to support Campus Pastor and Ministerial Staff.
3. Communication is accessible and well received.
4. Active contributor to the ministry team.
5. Increased skill level with computer software.

