

JOB DESCRIPTION: OFFICE COORDINATOR

SUMMARY

The office coordinator will welcome church members, visitors, neighbors, building partners and the general public. They will perform general office administrative and technical duties to support the Pastor, staff and congregation. They will coordinate communication to the congregation and the broader community. They will oversee building usage, which includes serving as the main point of contact for volunteers and building partners.

REPORTS TO Pastor

REQUIRED SKILLS [Learned proficiencies]

- Proficient in Mac and Windows software
- Proficient in ZOOM, YouTube, Facebook, Instagram
- Proficient in MS Office (Word, Excel, PowerPoint etc)
- Proficient in Google Suite (Docs, Sheets, Forms, Slides etc)
- Basic graphic design, photo editing, and video editing
- Operates a broad range of computer, network, and office equipment including cameras, printers and projectors
- Strong writing, editing, and proofreading skills
- Strong organizational skills
- Strong people skills: treats all church members, staff, and others uniformly and greets, welcomes, and assists church members, staff, and others with kindness

REQUIRED ABILITIES

- Take Initiative
- Effectively manage multiple projects
- The ability to follow written and oral instruction
- Maintain confidentiality in respect to member data
- Demonstrates attention to detail
- Accepts supervision
- Able to work collaboratively
- Willingness to learn church data base REALM, and other technologies and computer programs as needed

ESSENTIAL JOB FUNCTIONS [Job duties the individual must be able to perform, with or without accommodation; removal of these functions would fundamentally change the job]

- Perform basic office administrative functions and support
- Manages and updates the church's website, electronic sign, and social media sites
- Prepare and send weekly communication to congregation including workshop materials and updates
- Serve as the main point of contact for building usage
- Other duties as assigned in support of Pastor and church operations

PHYSICAL ACTIVITIES AND DEMANDS

- Ascend or descend – Ability to move on an incline or decline
- Able to lift 20 pounds

WORK ENVIRONMENT Indoor and outdoor environments, onsite office space to work in, utilizing church equipment, not personal equipment

HOURS On site for 16 hours a week, during regular business hours

Compensation: \$20 per hour up to 16 hours a week paid bi-monthly. No vacation or PTO pay