

Position Description

Position: Office Administrator

Accountable to: Senior Pastor

Summary: The Office Administrator is the primary administrative support of the pastoral and lay staff.

Hours: Part time, 30 hours (Monday-Wednesday 8:45AM-5PM with a 45 min. lunch break, Thursday-Friday 8:45AM-12:30PM - *exact times subject to adjustment as needed)

Responsibilities include but are not limited to:

- **Perform basic daily office functions:** process mail and email, process invoices, answer phones and door, maintain church master calendar, organize and file documents, make scans and copies, maintain website and social media, create and publish weekly church bulletin for worship service and midweek e-newsletter.
- **Support Senior Pastor and staff:** manage pastor's calendar and staff calendar, assist as needed with communications and other tasks.
- **Support lay leaders:** help church leaders and volunteers with needs such as making copies, ordering supplies for events, church wide communications, advertising ministry opportunities, and answering questions.
- **Be a welcoming presence:** answer telephone inquiries, greet and attend to office visitors.
- **Act as point person for church communications.**

Other occasional responsibilities include:

- **Support Tender Hearts Christian Preschool:** process payments and applications, host prospective student tours, maintain website and social media.
- Execute errands in the community as needed, such as dropping off bank deposits.

Qualifications:

- Stable, maturing Christian involved in a local church and demonstrating a lifestyle that is in accordance with Biblical standards.
- Able to work methodically, accurately and neatly on multiple projects at once.
- Possess efficient, caring and discerning oral and written communication skills.
- Possess a personality that is compatible with members of the staff and the ability to work on a team.
- Maintain a neat personal appearance.
- Able to maintain confidentiality in all situations.
- Comfortable interacting with other cultural and economic backgrounds.
- Demonstrate excellent computer and internet skills (including Microsoft Suite, Wordpress, MailChimp, and social media).

Please send resume to fac@firstalliancehbg.com.

No calls please.