



100 East Ridgely Road  
Timonium, Maryland 21093  
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[www.havenwood.org](http://www.havenwood.org)

## **Position Description**

The Church Office Administrator (hereinafter referred to as the "Administrator") is a self-starter with strong organizational skills charged with the responsibility of providing administrative and secretarial assistance to the pastor, staff, clerk, elders, and committee chairpersons to facilitate the day to day operations of the church.

**Job Type:** Part-time, Weekdays, 9 a.m. – 12 p.m. (15 hours per week)

**Salary:** Negotiable (Hourly rate based upon experience)

## **Required Skills and Competencies**

### *Administrative*

- Website management
- Document management
- Attention to detail
- Ability to see tasks through to completion with professional results
- Experience working with and recruiting volunteers

### *Technical Proficiency*

- Data management
- MS Office and Windows OS
- Google Suite
- Zoom
- Servant Keeper (Membership Management Software)
- QuickBooks Online
- Social media management: MailChimp, Facebook, Instagram & YouTube
- Website platform
- Video and audio editing
- Capacity and willingness to learn new technical skills, such as operating the sound board

### *Social and Interpersonal*

- Respectful, helpful interaction with staff, clients and guests
- Strong interpersonal and communication skills
- Ability to treat confidential information with appropriate discretion

## **Essential Duties**

### *Daily*

- Maintain and coordinate the church calendar that includes meetings/gatherings of session, deacons, church committees, rental and community groups, funerals and weddings

- Maintain and update the church database with current addresses, telephone numbers, birthdates, etc., and cull the rolls reflecting deaths, departures, additions, etc.
- Effectively communicate with preschool administrators, pastor and staff
- Answer phones and doors and direct guests/callers with hospitality and professionalism
- Update social media as directed by the Head of Staff
- Curate and update the church Facebook page
- Respond to emails, calls, and letters the same day or following morning
- Maintain church records
- Distribute mail
- Secure facility upon departure

#### *Weekly*

- Prepare worship bulletin(s) and slides
- Prepare and send e-blasts
- Update church website and photos on digital television
- Update fliers on main bulletin board and tables in the foyer
- Upload recordings of all or part of each worship service to all appropriate on-line platforms
- Run sound board computer one full day to facilitate anti-virus protection
- Enter attendance into database
- Send service reminders to ushers, sound technicians, deacons, and communion servers, as needed
- Assure adequate supplies of (and replenish as necessary) all standard cleaning and disposable-serving products and coffee-hour foodstuffs; ensure all volunteers know the location of these supplies
- Assure common areas present best face to the public, especially, but not only, before Administrator's Friday departure
- Attend staff meetings

#### *Monthly*

- Prepare and email and/or snail mail *Havenwords* (the newsletter)
- Review office budget to optimize expenses
- Prepare and distribute session docket and copy signed session minutes into historic registry of the church

#### *Annually*

- Assist Clerk of Session in preparing the Annual Report for the Presbytery
- Publish a hard copy of a membership directory for distribution to members

#### *As Needed*

- Arrange with Head of Staff appropriate coverage for any "out of the office" periods during regular work hours
- Prepare Congregational Meeting docket
- Act as sound board manager for occasional weekday services if needed and available
- Maintain Church Operations Manual
- Oversee maintenance of office equipment
- Prepare mailings to the entire congregation or selected subsets thereof
- Direct those in need toward known resources
- Other tasks or projects as assigned