



## Administrative Position

The Office Administrator is responsible for multiple activities that support the life of our church – including church administration and assistance with church communications. This is a part-time position. In addition to the responsibilities of the position, the Office Administrator is the “face of IMPACT,” creating a welcoming environment for those visiting and reaching out to our church. The person in this position should be a spiritually mature Christian who feels “called to Christian service” and is dedicated to promoting the mission and vision of Impact Church.

### Notice:

***Any offer made is contingent upon you being a Christian in agreement with our church STATEMENT OF FAITH which can be read at [www.impactww.church/faith](http://www.impactww.church/faith) and a personal code of conduct policy. Working at a church is not a normal business and every team member must be part of the faith community they serve. Please do not apply if this presents any conflict for you.***

### Experience and Knowledge Required:

- Strong administrative abilities and work ethic with a commitment to excellence
- Steady, positive attitude, people-oriented, team player, customer service minded
- Possesses a positive attitude and strong interpersonal skills
- Excellent writing and editing skills
- A self-starter, good at multi-tasking and prioritizing projects
- Collaborates well with others, but can also be effective working independently
- Proficient in Microsoft Office - proficiency in PowerPoint is a big plus
- Must be comfortable learning and/or using other applications such as Google Docs, MailChimp, Elvanto, RingCentral, and Microsoft Teamwork
- Projects a professional and confident image, able to handle a stressful pace
- Ability to handle confidential information
- Detail oriented, creative, and an ability to learn new stuff quickly

### Essential Functions and Responsibilities:

- Maintain the online church calendar and schedule of committee meetings – assign room usage to all groups using the Church facilities
- Provide administrative support to church leaders and committee heads as needed
- Attend monthly ministry team meetings and record minutes
- Help maintain an accurate Church membership database
- Assist pastors with any information required from the database and calendar for annual statistical reports, working in conjunction with the Treasurer, Trustees and Executive Assistant to the Senior Pastor



- Update Microsoft One Drive as requested by church leaders - maintaining online filing system of all church documents
- Ensure the church office runs efficiently, responding to email requests daily, checking regular mail, ordering office supplies, scheduling maintenance for office equipment
- Work closely with and provide guidance to volunteers who periodically offer help with office tasks
- Provide additional support to church departments as need (ie., special events)
- Prepare other periodic correspondence and mailings as needed under church leadership teams' direction
- Work with the church's marketing team to produce internal materials, and support that team with social media, website content and in-reach as needed
- Help the pastoral staff identify congregational needs for pastoral care and nurturing, maintain contact with church leaders, and setting up counseling meetings and other appointments for church elders and deacons
- Meet with team leads once a week for prayer and reflection, and to discuss priorities for the coming week related to pastoral care and church administration

**Job Type: Part-time**

**Salary: \$15.00 /Hourly**

**Experience:**

- Born-again Christian: 3 years (Required)
- Office administration, data entry or clerical: 3 years (Required)
- Church related work (paid staff or volunteer leadership): 3 years (Preferred)

**Education:**

- High school or equivalent (Required)

**Language:**

- English (Required)

**Work Authorization:**

- United States (Required)

**Shifts:**

- Morning (Required)
- Mid-Day (Required)

**To apply, send cover letter and resume to  
Trina Folkes at [tfolkes@impactww.church](mailto:tfolkes@impactww.church)**