

HANOVERDALE CHURCH
577 HERSHEY ROAD
HUMMELSTOWN, PA 17036

POSITION DESCRIPTION – OFFICE ADMINISTRATOR

HOURS: PART TIME – 30 HOURS (6 HOURS / DAY)
FULL TIME - 40 HOURS (8 HOURS / DAY)
TO BE DETERMINED BASED ON ABILITY / INTEREST / AVAILABILITY

The responsibility of the Office Administrator is to coordinate communications between the church office and attendees, church board, commissions and committees. The individual is to maintain a master church calendar, coordinate church functions and maintain all church records. In addition, the individual is to be the point of contact for maintenance of the church property, any rentals of church facilities and to serve as the church clerk.

The Office Administrator / Church Clerk will often be the church's first point of contact with visitors and must display a positive and welcoming attitude and must possess good communication skills.

The Office Administrator / Church Clerk will report directly to the Lead Pastor / Church Board Chairman and is directly accountable to the Church Board / Pastor. A performance evaluation will be conducted on an annual basis (6 months during the first year of employment).

RESPONSIBILITIES

1. Satisfy the requirements of the position description as noted in the position description below.
2. Present a welcoming, professional and calm presence when dealing with the public.
3. Maintain a high degree of confidentiality.
4. Communicate effectively with the Pastoral Staff, Church Board and members / attendees.

DUTIES (For Example, but not limited to)

1. Lead in the development, implementation and maintenance of church communications including, but not limited to, all printed and electronic materials, bulletins, email communications, letters, reports, press releases, social media platforms, website, master calendar, video editing ensuring accuracy and timeliness.
2. Answer the office phone during regularly scheduled hours, directing calls to the appropriate staff as necessary.
3. Act as a key focal point for the coordination and collection of church communications as needed.
4. Maintain and disseminate mail and other correspondence to office and member mailboxes.
5. Under the direction of the Pastoral Staff and with the cooperation of various Commission / Committee Chairs, oversee the management and maintenance of all office records and files of the congregation (meeting minutes, church records, membership database, legal documents, contracts, major purchase, service agreements, warranties, etc).
6. With the cooperation of the various Commission / Committee Chairs, order and manage the

maintenance of office supplies and equipment, janitorial supplies, kitchen and fellowship paper supplies, etc.

7. Serve as Church Clerk, recording minutes while attending Board and Church Council meetings.
8. Perform other clerical and office duties as may be assigned by the Pastoral Staff or Church Board Chair.
9. Using volunteers from the congregation for assistance, coordinate the scheduling / setup / teardown of facility usage by in-house and external individuals / groups.
10. Perform other duties as assigned.

USEFUL / DESIRED SOFTWARE SKILLS / AWARENESS

1. Video Editing
2. ProPresenter
3. Microsoft / GOOGLE Suite (including Publisher)
4. Breeze Church Management
5. DOCEO Remote
6. WIX Website
7. Use and maintenance of the copier
8. Preparation of reports and letters

Please send current resume to pastor@hanoverdale.church