



Church Office Administrator Job Description

Position Description

The KCCRC office administrator actively supports the church's core values, mission statement, vision and various ministries. They are the first point of contact for visitors, renters and the general public and are an ambassador on behalf of our organization. The administrator often works independently and assists the church pastor with the weekly coordination of church services and membership management. The position is part time for 20 hours a week, paid twice monthly.

The church's Office Administrator takes direction from the church council. The office administrator role is similar to that of a business manager as they are responsible for the day-to-day operation of the church facility.

Essential Duties and Responsibilities of the Office Administrator

- Be the first point of contact for the public with the church.
- Answer all correspondence (calls and emails) on behalf of KCCRC, forwarding requests as required to the appropriate contacts.
- Manage all rental contracts of the facility, be the main point of contact for all renters.
- Manage the security access to the church by tracking and managing key agreements and security access codes.
- Manage the facility schedule to balance church needs with renter requests.
- Coordinate and manage the cleaning service for the church.
- When needed, coordinate pulpit supply, worship coordinators, site maintenance and other contracts.
- Coordinate the weekly church bulletin by gathering content, building the document for pastor final review, then posting and sending the bulletin using Mailchimp.
- Responsible for regular maintenance, supplies, and contract management of office equipment and office supplies.
- Manage all records associated to the church, including but not limited to insurance policies, denominational requirements, contracts, and membership, tracking renewal deadlines and ensuring all policies are renewed annually.
- Participate as a member of the church's Administration Board, taking the minutes and participating in the discussions. The Admin board meets monthly on the fourth Tuesday of each month, at 7pm.
- Works with the church treasurer and Admin Board to develop the annual church budget.
- Manages the church petty cash and coordinates cheque requisitions that are submitted to the office, addressing any corrections, and arranges signing authority by a ministry head.
- Issues receipts for rental payments, key deposits, and manages the grocery card program during the week.
- Other responsibilities related to the church operations, as required.

Required Knowledge, Skills and Abilities

- Self-starter and able to work independently without supervision.
- Demonstrates excellent interpersonal and leadership skills.
- Displays strong verbal and written communication skills.
- Attention to detail and has excellent record keeping abilities.



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- Possesses strong technological abilities and has knowledge of computer programs such as Microsoft Word, Excel, PowerPoint and Access.
- Experience with website management and Mailchimp.
- Has the ability to operate standard office equipment.
- Has experience managing petty cash.
- Has knowledge of and supports the church's mission statement, beliefs and commitment.
- Is trustworthy, reliable and accountable.

Required Experience

The ideal candidate

- Has 5+ years office administration experience.

The position has a six-month probationary period to start, followed by annual performance evaluations.

To apply for this position or to receive further information on the role and the competitive salary, please send your resume and cover letter to adminkccrc@kccrc.com.