

JOB DESCRIPTION

Job Title: Office Administrator

Director: Staff Director

Time Required: Monday – Thursday 8:30a-4:30p, Weekends as needed

Level: Full Time

Date Prepared: 4.2021

I. **Purpose of the Job:**

The Office Administrator is responsible for the day to day clerical tasks of the office and should be detail-oriented, possess a passion for people, be a self-starter, and thrive in a fast-paced environment. The Office Administrator will work closely with the Staff, and Leaders of Citygate Church.

II. **Experience and Knowledge Required:**

- Proficient computer skills in the following: Microsoft Word, Excel, PowerPoint, and Internet/Email, Pages, Numbers, Mac Programs
- Excellent organizational, and communication skills
- A self-starter able to work independently with little to no supervision
- Strong time management skills with the ability to effectively prioritize
- Ability to lead, direct, and manage people, programs, and projects
- Flexible and resourceful
- Strong strategic thinking skills
- Good judgment; able to see cause and effect and provide guidance to avoid issues.
- Must possess a proven ability to work effectively with diverse individuals and teams of volunteers
- Ability to perform duties in accordance with the mission, vision, and values of Citygate Church

III. **Essential Functions and Responsibilities:**

- Oversees day-to-day office needs
- Enters weekly attendance into Church Metrics and the Church Management Software
- Communication - respond to church e-mails and voice-mails with in 24 hours, answer phones and pass along messages to staff
- Print, cut, and laminate documents as needed
- Complete any database updates on accounts in the Church Management Software
- Initiate and manage office phone line during office hours Monday- Friday
- Enters weekly attendance into Church Metrics and Church Management Software
- Provide Staff Director with a weekly dashboard
- Pass out mail to proper recipients
- Follow-Up, tracking, and filing of attendance logs in church management database and church metrics
- Order supplies for the office, including things such as paper and other miscellaneous supplies, to cleaning supplies
- Scan any/all important documents into an individual's account in the current church management database
- Handle mass communication with the congregation via text and email
- Keep up with office cleanliness

- Prepare set up for meetings

IV. Employee's possess and exhibit the following core values in their daily lives:

- Love for God
- Love for People
- Work Ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church