

Office Administrator

Job Description

Qualifications: The Office Administrator must meet the qualifications of both church members and church deacons/deaconess given in Immanuel Bible Church's Constitution (article IV, section 2; article V, section 4B). The Office Administrator must be a person of renowned good character, possessing spiritual and personal maturity which results in the ability to work well with others in effective ministry. The demands of the position requires exceptional relational, organizational, communication and administration skills and abilities.

1. It is desired that the Office Administrator have competency in Microsoft Office, church management software, Word Press (or equivalent systems). Experience in Website development/management a plus.
2. It is desired that the Office Administrator have knowledge and experience in church ministry and have a personal desire and aptitude for church ministry.

Overview: The Office Administrator must have the ability to co-labor with the Pastoral staff and the large number of IBC volunteers (Servant Administration Team and Ministry Leaders) in implementing the Mission, Vision, Values and Priorities of Immanuel Bible Church. The Office Administrator must be gifted in administration, organization and communication. They must possess the ability to work well with a variety of volunteers and manage multiple projects effectively and efficiently. The success of the Office Administrator will be the success of the ministry teams and the overall advancement and flourishing of the comprehensive gospel ministry at IBC.

Responsibilities:

Primary focus of ministry for the Office Administrator:

- Serving as the first point of contact for the church (phone, email, text, etc.) and directing communications to the appropriate ministry leader.
- Administrating the IBC church management software.
- Assisting various ministry teams with printing/copying requests.
- Maintaining the IBC church calendar.
- Coordinating facility requests and informing appropriate ministry leaders.
- Maintaining an accurate IBC Roster; keeping church management software up-to-date.
- Compiling and distributing weekly reports: Attendance report, Elders report, Finance report.
- Assisting the Hospitality Ministry with the monthly recruitment of Communion Volunteers.
- Assisting the Children's Ministry by facilitating background checks on volunteers.
- Assisting the Finance Ministry with the collection of vouchers, bills, and visa receipts.
- Assisting in the administration/communication of the Children's Ministry.
- Receiving and distributing the mail.
- Assisting the Communications Coordinator when necessary.

Additional Ministry Advancement

1. Work collaboratively with the Pastoral Staff, Elders, Servant Administration Team and key ministry leaders in implementing the Mission, Vision, Values, and Priorities of IBC.
2. Provide administrative support to the above-mentioned staff and volunteers.
3. Participate in the ongoing evaluation of the effectiveness of IBC's ministries with the goal of continuous improvement and ministry advancement.
4. Collaborate with the Pastoral Staff and ministry leaders in the daily operations of IBC.
5. Collaborate with the Pastoral Staff and volunteer ministry leaders in facilitating special events and special ministries (missions' conference, outreach events, service projects, concerts, holiday services, etc.).
6. Be available/flexible for other administrative functions based on ministry needs.
7. Perform other duties as assigned by the Lead Pastor and Elder Team.

Compensation & Benefits

1. Base Compensation:
The hourly rate for the Office Administrator shall be determined on hire.
Annual reviews and compensation adjustments shall be rendered.
2. Retirement contributions / 403b:
The staff shall have the opportunity to contribute to a 403b.
3. Vacation:
2 weeks of compensated vacation shall be given for the first year.
An additional week added to the compensation on the following year.
4. Professional Development:
The registration fees for 1 Elder-approved continuing education/conference shall be included in the compensation.