



## **Maranatha Church Office Administrator Job Description**

### **JOB DESCRIPTION:**

To effectively manage the office as the communication and information centre for Maranatha, providing a warm presence for everyone who contacts the church, as well as providing administrative support for the Lead Pastor, Staff and Council.

### **QUALIFICATIONS**

To have a sincere love for the Lord, a warm and serving personality, and be able to handle visitors and members in a cordial, polite and pleasant manner; good verbal and written communication skills and able to manage information well; efficient, self-motivated, able to initiate the various responsibilities with a minimum of supervision and direction; a good working knowledge of office software and preferably have some experience with document layout and design; and excellent administrative skills.

### **HOURS:**

4 days per week, currently Tuesday to Friday, 9 am to 5 pm.

### **PRIMARY DUTIES:**

The primary duties of the Office Administrator are:

- To manage the office
- To help the Lead Pastor, Staff and Clerk effectively accomplish their tasks
- Data management and preparation of reports
- Managing scheduling with the Facilities Manager and Staff for ministry and other events, including rentals, weddings and funerals
- Communication and administration for rentals

### **TASKS INCLUDE:**

#### ***To manage the office***

- Serving as receptionist during regular office hours, relating well to visitors to the office.
- Receiving and responding promptly to phone calls, emails and mail as needed or directing them to appropriate staff members, Council or leaders of ministries.
- Ordering office supplies as needed and ensuring office equipment is maintained.
- Keeping the office neat and tidy and records well organized.

#### ***Assisting the Lead Pastor and Staff***

- Dealing with tasks as requested by the Lead Pastor.
- Helping Staff to prepare and run off photocopies as needed.
- Helping to prepare the weekly newsletter.

- Helping Staff design and prepare brochures, handouts, etc. as needed.
- Providing staff and pastor with information/data as needed.
- Making administrative life easier for Staff wherever possible so they can focus on ministry.

### ***Data management and reports***

- Helping the Clerk and Treasurer maintain church records (e.g Council minutes, membership roll, membership data, etc.).
- Preparing reports as needed by the Lead Pastor, Executive Administrator, Council.
- Preparing documents for baptism, profession of faith, marriages, etc.

### ***Scheduling and Rentals***

- Work with a team to schedule the use of rooms for ministry and other bookings for the facility.
- Act as communications hub for rentals.
- Administration for rentals, including bookings, charges and billing, determining what rentals require and making sure it will be provided (e.g. tech needs, rooms, custodial, set up and take down, etc.).

### ***Weddings and Funerals***

- Booking and scheduling weddings and funerals.
- Liaison with the pastor and prospective couple to make arrangements as needed.
- Preparing wedding certificates.
- Liaison with the funeral home, family, officiating pastor, funeral luncheon team, etc.
- Preparing funeral bulletins as needed.

### ***Necessary skills***

- Good working knowledge of office software and savvy about online systems
- Knowledge of software including but not limited to Excel, Word and Canva.
- Ability to learn Planning Centre software and to become the go-to person for answering questions on access and use.
- Graphic design skills preferred.
- Good human relation skills.

### ***Relationship & Accountability***

- Actions and initiatives to be approved by the Executive Administrator.
- Under the day-to-day supervision of the Lead Pastor
- Attend weekly staff meetings.