

Church Administrator

Introduction

The Church Administrator is responsible for performing a wide range of administrative tasks to facilitate the efficient operation of Hope Fellowship Christian Reformed Church.

General Administration

- Maintain a consistent presence in the front office
- Perform general office tasks
- Provide administrative support to pastors, staff, ministry teams, and Council
- Assist pastors in writing and sending church communications

Technology

- Maintain Church Management Software
- Provide support and training in our church management software to staff, ministry team leaders, and congregants
- Maintain the church's digital presence through the our website and social media accounts.

Ministries & Volunteer Coordination

- Assist in identifying, recruiting, training, and scheduling volunteers
- Work with the Safe Church Ministry Team to conduct background checks for volunteers

Facilities

- Serve as point person for facilities-related needs

- Arrange all needed repairs, maintenance, inspections, and beautification for the church's buildings, grounds, and transportation fleet
- Maintain records and inventory of church assets

Accountability

The Office Administrator reports to the Lead Pastor.

This is a full-time, 40 hours/week position.

Regular office hours are Tuesday–Friday, with home office hours on Monday.

We offer on-the-job training

Pay is commensurate with experience.