

## Office Administrator/Ministry Coordinator Position

### Overview:

Our church is seeking an enthusiastic individual to serve as our part time office administrator/ministry coordinator. This role supports our ministry at Ferry and serves as hub as this position holds many keys to the functionality of Ferry Memorial. The ideal candidate must have strong administrative skills, attention to detail, and ability to communicate with staff, congregation and community members. The candidate must be able to work 20 hours a week; Tuesday - Thursday. Salary and benefits offered will be commensurate with experience.

### Key Responsibilities:

- Serves as the main contact for the church and manages daily office operations.
- Develops and prints weekly worship bulletins and monthly newsletters.
- Manages weekly email publication to the congregation.
- Maintains accurate and confidential church records and files.
- Oversee building and facility maintenance coordination, purchasing, and vendor relationships.
- Handles financial administration, including invoices, payments, and bank reconciliation.
- Coordinates volunteer background checks and maintain personnel documentation.
- Serves as the administrator for ministry software and maintain church website, social media sites and outdoor electronic sign content.

### Other Professional Duties:

- Attend weekly staff meetings and perform other ministry duties as assigned by Pastors.
- Assist with those in need from community by participating with the Deacons with the Christian Relief Fund.

### Qualifications:

- Associate degree or equivalent experience preferred but not necessary.
- Accounting/bookkeeping experience is preferred.
- Proficiency with Microsoft Office required.
- Comfortable with ministry software and technology and willing to learn new systems.
- Experience with QuickBooks or similar accounting software is a plus.
- Strong organizational, communication, and problem-solving skills.
- Ability to maintain confidentiality and support a positive, collaborative work environment.