

# westside church'

**ROLE: Office Administrator**

**REPORTS DIRECTLY TO: Associate Pastor**

**TYPE OF POSITION:** Part or Full Time

**HOURS PER WEEK:** 20 - 40 hours (open to flexibility in hours)

*\*It is understood that like any committed member of the church body, this position will give some volunteer hours to the church as needed.*

*\*Flexibility to work evenings, weekends, and holidays as required for church services and events.*

**OFFICE HOURS:** Monday – Friday, 9:00AM to 5:00PM.

*Attendance at church-wide events are expected for staff to participate in, which usually take place outside of regular office hours.*

**COMPENSATION:** \$45,000 - \$55,000 / year depending on experience. Pension and benefits will apply after a 3-month probationary period.

**VACATION:** 3 weeks (plus Christmas Week)

## **JOB DESCRIPTION:**

This position is a full-time administrative role reporting to the Associate Pastor. The primary focus of this role will be the efficient operation of the office administration functions and supporting the staff team with logistics and process. This role will be pivotal in ensuring the smooth operation of our church office, supporting various ministries, and facilitating effective communication both internally and with our congregation.

## **THE KEY RESPONSIBILITIES IN THIS ROLE INCLUDE:**

- General front office management and administration.
  - Oversee ordering of supplies and procurement for the office and certain Sunday Teams
  - Oversight for various church-wide forms and processes.
  - Managing and maintaining the vendors list.
- General Correspondence
  - Answer phone calls and respond to emails promptly and professionally.
  - Draft and distribute internal communications
  - Serve as a point of contact for church members and the community seeking information or assistance.
- Event Coordination
  - Assist in planning and organizing staff events and meetings
  - coordinate logistics, such as room reservations, catering, and materials for other church events
- Administrative Support:
  - Maintain and update membership records and databases.

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- Maintain church-wide forms and processes.
- Complete Sunday count with Accounting Team

## **QUALIFICATIONS & SKILLS**

- 2+ years experience in an administrative role
- Proficiency in English (spoken and written)
- Proficiency with GSuite
- Great project management skills: efficiency, multitasking, prioritizing, working with timelines and budgets,
- Good problem-solving skills and the ability to work with competing priorities
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse teams.
- Ability to be flexible in terms of work hours due to the nature of gatherings and various ministry events

## **PERSONAL QUALIFICATIONS**

- Is a follower of Jesus, having recognized and repented of personal sin and is baptized with an understanding of the gospel. The individual's life clearly demonstrates a high level of spiritual maturity.
- Is growing in Christ-likeness demonstrating a commitment to spirit (heart, will) transformation through the disciplines (prayer, study, giving, fasting, solitude, confession, unity, worship, etc.).
- Should have a clear sense of God's calling to ministry at Westside with much passion for the calling.
- Aligns with Westside's mission, values, and statement of faith, understanding that all ministries do not stand alone, but fit in under the umbrella of Westside's vision and goals.