

**ASSEMBLY MENNONITE CHURCH
ADMINISTRATOR
JOB DESCRIPTION**

The Administrator is a part-time (25-30 hours), hourly position without benefits. This person reports to the Administrative Pastor.

Areas of Responsibility

Information Management

- Keep regular hours in Assembly office, answering phone, opening and sorting mail and e-mail, responding to requests,
- Provide clerical support for pastoral team: prepare annual statistical report, update documents, create & proofread documents, assist with projects, run errands, purchase & order supplies, etc.
- Receive and print weekly orders of worship
- Compile and distribute weekly electronic Assemblyline (newsletter)
- Web page maintenance; office liaison with web master(s)
- Maintain phone list, email lists, photo directory, children's photo board, FoxPro database, AMC list serve & parent email lists
- Maintain membership data base and statistical data
- Coordinate volunteer schedules for various Sunday morning tasks, *recruit volunteers* and prepare schedules, send weekly and monthly reminder emails, and *coordinate small group tasks rotation*
- Retrieve electronic data; assemble reports and information as requested
- Communication link for all ministries of AMC
- Respond to phone calls and walk-in inquires
- Mailbox distributions
- Archive congregational records, meeting minutes, and Assemblylines annually
- Maintain church bulletin boards
- Regularly send approved minutes to AMC overseer
- Recording secretary for Leadership Group meetings
- Compile annual reports and oversee filing of church documents
- Oversee Child Abuse and Criminal Background Check screenings

Facility Management

- Work closely with the building committee and grounds committee maintenance of the building and grounds. Serve on building committee and provide clerical support for building coordination, coordinate building work days, etc
- Supervise out-sourced cleaning services and outdoor maintenance
- Responsible for facility service calls
- Take care of garbage, recycling & lost and found
- Maintain master calendar of church activities and facilities use
- Coordinate meetinghouse rentals: provide cleaning & logistical info, schedule events, serve as contact person for rentals (including giving walk-through/tours), arrange key pick-up & drop-off, etc.
- Manage daily operations of the office, including computer and equipment maintenance, and ordering copier paper and office supplies
- Provide and track building keys, Oversee the security of the church

Financial Management

- Manage the bookkeeping duties and financial data in concert with the Treasurer
- Pay invoices
- Run financial reports as required by church departments
- Generate payroll, enter into QuickBooks

Program Support

- Administer sign-up and arrangements for surprise lunches, Christmas Eve supper, Christmas breakfast, graduate breakfast, student lunches, and other congregational events
- Provide logistical support and follow-up for selected meetings including Leadership Group (prepare LG documents, edit & post minutes) and congregational meetings (coordinate minute-takers and child care, prepare documents, edit & post minutes).
- Assist with Christian Formation tasks: update Sunday school rosters, prepare & distribute safe church agreements, order Shine curriculum & distribute to teachers, purchase snacks & update snack list & instructions, update 1st aid kits, purchase supplies, prepare documents (1st grade Bible bookmarks, Children in Worship bookmarks, curriculum calendars).
- Receive and file minutes for Christian Education committee
- Retrieve files and other information upon request for all committees
- Update the church website upon request of any committee
- Available for direct administrative support for pastors and other staff

Qualification Requirements

1. Ability to anticipate administrative needs and take initiative in addressing them
2. Administrative experience and clerical skills
3. Computer skills; familiarity with or aptitude to learn Word, Excel, FoxPro & AMC Donate (our databases), QuickBooks, and Google drive and calendar
4. Ability to maintain confidentiality
5. Familiarity with the congregation and effective communication skills; regular Assembly participant preferred.

Education:

Bachelor's degree in business or related field, or equivalent experience.

Interpersonal:

Ability to relate to many different kinds of people within AMC and the general public. Proven listening skills, friendliness, and confidentiality. Ability to develop cooperative and constructive working relationships with members of the staff and church members. Patience and the ability to work in an open space environment with many interruptions.

Communication:

Ability to read, analyze and distribute office mail. Ability to effectively present information and respond to questions from church staff and committees. Ability to develop a working knowledge of Mennonite agencies and community partners. Ability to manage documents, data and details. Demonstrated computer literacy, including familiarity with Microsoft Office Suite, Desktop Publishing, databases, and web-based software. Strong organizational skills; able to prioritize and multi-task, using good time management skills in a fast-paced environment.

Accounting:

Basic understanding of accounting concepts including accounts payable, payroll and cash flow. Ability to use accounting software; knowledge of QuickBooks a plus. Ability to manage the flow of accounting data through the office and maintain accounting documents.

Experience

A minimum of 2-3 years in an organizational administrative setting.

Approved at the February 2018 Congregational meeting