



Administrative Coordinator

Status: Part-Time Contract (16 hours per week)

Reports to: Director of Finance and Operations

Compensation: \$30/hour

Office Administration

- Offer a warm and welcoming presence to visitors and callers
- Monitor the phone/voicemail, screen calls, and forward urgent inquiries to the senior minister
- Provide administrative support to the minister
- With Events Coordinator, manage space usage and the church calendar, including scheduling events for members, staff, tenants, and outside groups
- Process mail and receive deliveries for the church and our tenants
- Make basic website updates
- Prepare and send the weekly e-newsletter and Sunday reminder email
- Maintain the membership & donor database (Breeze), enter deposits, process donor acknowledgement letters, and assist in distributing quarterly pledge statements.
- Coordinate the maintenance and repair of office equipment
- Order office supplies
- Manage production of the weekly Order of Services
- Track attendance for weekly services and enter into Breeze
- Coordinate with our IT consultant to monitor and maintain the technology infrastructure
- Create and manage centralized electronic files
- Serve as the primary point of contact for questions and issues from our tenants and partners (Ágora, Anchor Church, Friday Night Supper Program, AA, etc.)
- Ensure meeting spaces are ready for scheduled events
- Manage parking including space rentals, availability for guests, and towing of unauthorized vehicles