Church Office Administration Leader

The leader of our office administrative team serves as the central point of contact for providing essential support to the staff, leadership, and congregation. This role requires strong organizational skills, attention to detail, flexibility and a commitment to fostering a welcoming and effective environment.

Responsibilities:

1. **Administrative Lead**:
   o Oversee the day-to-day operations of the church office, including answering phones, responding to emails, and handling correspondence, including mass annual mailings.
   o Support and execute various printing needs.
   o Maintain office supplies inventory and order supplies as needed.
   o Assist with scheduling appointments, meetings, and events.
   o Recruit, train, & develop office staff & volunteers
   o Schedule shifts and ensure coverage for essential office functions.
2. **Financial Administration**:
   o Execute basic financial tasks such as processing donations, preparing and administering deposits, and reconciling accounts.
   o Support the finance team and ministry leaders with expense tracking and financial reporting. Including but not limited to reconciling credit card statements, mission trip donations, special event financial management.
3. **Facilities Management Support**:
   o Collaborate with the facilities team to ensure a safe and welcoming environment for all church activities.
   o Coordinate logistics such as room reservations, equipment setup, and catering arrangements in conjunction with the facilities team.
4. **Database Support:**
   o Assist database team in maintaining accurate records of church members, visitors, and donors using church management software.
5. **Communication Coordination**:
   o Support efforts of the communications team to facilitate communication between church staff, leadership, and congregation members.
   o Help maintain the church's communication channels, including website updates, email, and snail mail.
   o Help coordinate and execute mass communication efforts for large campus events.

Qualifications:

- Previous experience in office management or a related administrative role.
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in relevant software applications.
- Familiarity with church operations and administrative processes (preferred).
- Ability to maintain confidentiality and handle sensitive information with discretion.

Interested? Email *rscholten@orchardhillchurch.org*.

Job Posted: December 2025