

## **OFFICE COORDINATOR**

### **SUMMARY DESCRIPTION:**

Responsible for receptionist and church office administration duties. Acts as the main office receptionist and provides administrative support to the Ministry Staff, Ministry Area Team Leaders, and congregation.

### **QUALIFICATIONS:**

Must have the ability to work under limited supervision, be friendly and professional. Must possess knowledge of general office administration processes; be skilled in the use of multi-line telephone systems; have general computer knowledge; have knowledge of computer software including Microsoft Office and church database software. Must have the ability to problem solve - identify problems, analyze possible answers, and implement the best solution. Must have the ability to type proficiently. Must possess proof reading skills.

### **PRINCIPAL DUTIES:**

#### 1. Primary receptionist

- Answers telephone calls, provides assistance, takes messages or transfers to voice mail
- Greets church members and visitors to the office
- Ensures telephone system is transferred to day mode and night mode at appropriate times
- Sorts and distributes mail and packages
- Oversee office volunteers

#### 2. Maintains Church Database (CDM+)

- Ensures Sunday attendance has been entered into CDM+
- Produce reports of first-time visitors
- Keep Every Member in Ministry information current
- Maintain database for Ministry Descriptions
- Maintain database for mailing correspondence to Presbytery churches for special events
- Update membership/constituent visitors/visitor information
- Produce annual church family telephone directory in January of each year
- Staff liaison with Pictorial Directory Committee (every 5<sup>th</sup> year)
- Maintain records of child baptisms, dedication dates, deaths, etc. in church database
- Update & remove prospects from church database based on attendance criteria
- Create prospective visitors list for New Members Class for pastor's approval
- Create & mail correspondence to approved New Members Class list for class attendance
- Maintain records on New Members Class; people invited; people attended, etc.
- Create monthly birthday reports for Children's & Youth Department ministers
- Input and maintain all Christian Education (Sunday) attendance records for Children's and Youth Department

#### 3. General Administration

- Create first time visitor list for staff from attendance pads
- Prepare mass mailings to the congregation for all ministry teams as requested
- Type letters and other correspondence as needed

- Accurately maintains distribution lists for One Call, Constant Contact and other distribution lists
- Maintain inventory of office supplies
- Order office supplies and items requested by staff or committee chairs
- Recruit Sunday morning worship service readers
- Organize Alter Flowers from congregation
- Post membership data, baptisms, marriages, deaths, and births in the official Session record book
- Proof read worship guides, newsletters, devotionals, weekly updates and all other correspondence
- Print worship guides, newsletters, devotionals, and all other correspondence
- Ensure all bulk mailings are completed and delivered to the post office
- Support Ministry Staff in projects as needed
- Print reports for Staff and Committee Chairs
- Maintain the Staff whiteboard
- Maintain the facility calendar with approval by the Church Business Administrator
- Maintain Memorial Book
- Perform various office duties as assigned, especially in the absence of the Church Business Administrator

**SUPERVISION:** Reports to the Church Business Administrator.

This is a full-time, non-exempt position (approximately 36 hours per week)