

New Hope Baptist Church

Job Description: Church Office & Facilities Administrator

Position Reports To: Senior Pastor

Job Summary: Manages all aspects of the church's administrative and operational policies, objectives, initiatives. Responsible for the attainment of short and long-term operational goals. Demonstrates skill in a variety of religious concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Responsible for the administrative and operational affairs of the church. Provides leadership and supervision to support staff personnel. Provides administrative and physical support to staff, ministries and volunteers.

Duties, Tasks, Responsibilities:

Administrative Office

- Prioritizes church office activities
- Administers annual church calendar planning process
- Liaison between office and church leadership
- Coordinates internal programs
- Administers and schedules usage of church premises, such as weddings, funerals, rentals, Bible studies, etc., according to established policies/procedures
- Works with Senior Pastor to develop administrative budget priorities
- Supervises office or administrative staff
- Maintains church records and personnel files
- Works with the Personnel Committee to develop HR policies and procedures
- Administers HR policies and procedures, including recruiting and termination
- Coordinates staff work and vacation schedules
- Performs annual formal evaluation of staff
- Administers outreach programming (i.e., Summer Blast, FLI, Campau Connection, etc.) and program accounting, where applicable
- Oversees and approves all publications and communications
- Maintains and coordinates external public relations
- Manages official correspondence, such as emails, print publications, and church website
- Maintains office equipment and office supplies

Facilities Operations

- Works with Senior Pastor to develop operations budget priorities
- Hires and supervises day-to-day building maintenance
- Schedules maintenance crew to ensure cleanliness of church facilities

- Hires, contracts and oversees third-party vendors, including alarm company, security, pest control, etc.
- Coordinates volunteers, including maintenance, janitorial, landscaping, church vehicle drivers, security and office
- Administers building, room use and room configuration
- Coordination of all “Guest Services”, including greeters, ushers, and parking attendants
- Administers ordering, tracking and storage of interior and exterior building supplies and equipment

Overview of Qualifications:

- Current or near-future church member
- Ability to coordinate with various departments for the smooth functioning of the church
- General business/non-profit and/or direct supervisory experience
- Proficient in Microsoft office applications
- Effective communication skills (oral and business writing)
- Effective organizational skills, detail-orientation and the ability to handle multiple priorities
- Effective interpersonal skills and capabilities
- Familiarity with various social media platforms
- Proficiency in current technology
- Ability to operate standard office equipment

Prerequisite Qualifications

- Required: Associate’s degree; Preferred: Bachelor’s degree in business or religious studies
- General business, administration, communication, non-profit or related area experience
- Direct supervisory experience

Date: 10/31/2017