

**Church Administrator**  
**Job Description**  
**Part-Time (30 hrs.), Non-Exempt**



**Our Ideal Candidate**

We are seeking a highly motivated individual that slays checklists and is a master at executing. This person must be organized, has a history of jumping in and implementing new processes, and has a high attention to detail. The individual needs to be a good listener, communicator and problem solver in a fast paced environment. Must be tech savvy. Project, event, and vendor management experience is very helpful. History working in systems like Planning Center Online and Asana is ideal.

The position is a part-time (30 hours), hybrid-remote and semi-flexible position. The position works with and takes direction from the Pastor and COO. Standard business hours are Monday-Friday, 8:30am-2:30pm with the understanding that some hours are needed to cover church events as needed in evenings or on weekends. On-site presence during events is a must and can be handled by the Church Administrator or a designated volunteer.

**The Role**

Supports the mission of the church by managing the day-to-day activities, including facility usage, event planning, communications with the congregation, and ensuring smooth running of church activities, often acting as a liaison between the church and the public. Acts as a liaison between the church office and church membership.

**Sample Daily Activities - In Brief:**

- Meeting and communicating with staff
- Coordinating and monitoring facility use
- Scheduling/sharing communications through communication platforms
- Working in Planning Center and Asana

**More position details as follows:**

***Facility Usage / Event Planning / Church Activities***

- Oversight of facility usage for both church groups (internal) and non-church groups (external).
- Liaising with external groups or organizations renting the space to understand their event needs.
- Managing calendar/room scheduling in Planning Center and handling schedule conflicts as they arise.
- Cover each event (internal and external), prior to, during, and after or coordinate event coverage with the Facility Team. Includes, but is not limited to:
  - Overseeing the set-up and breakdown of rooms for events, including furniture arrangement, audio-visual equipment, and decorations.
  - Coordinating with the Facility Team to address any facility concerns or repairs needed for events.
  - Maintaining interior cleanliness and appearance of the church building, including pre- and post-event cleaning.
  - Communicating with event organizers regarding their needs, including catering, security, and volunteer support.
  - Ensuring compliance with local regulations and church policies regarding event safety and capacity.
- Working closely with church staff and ministry leaders to coordinate event details.
- Providing excellent customer service to event attendees and addressing any concerns.

***Communications***

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- Maintain and update the Circle of Peace website, and in partnership with Ministry Designs, stay up to date on trending and relevant SEO market adjustments.
- Coordinate, craft, and distribute weekly MailChimp Update (bulletin) while maintaining MailChimp database.
- Management of YouTube Live and Vimeo Channels, coordinating with the Tech Team as needed.
- In partnership with Pastor and other staff, coordinate very basic content creation, management, and engagement of Circle's Social Media presence across Facebook and Instagram.
- Management of Google Ad Grant, to include coordination with Church Fuel and Church Marketing University, adjusting to analytics and market trending.
- Monitoring of Website and Google Analytics, sharing findings with staff and making adjustments as agreed upon.

**Systems**

- Be the church's Planning Center Super User by understanding and building support documentation for future training and/or education of staff and volunteers. This is a major part of the role.
- Empower staff and lay leaders to utilize Planning Center by understanding how it can support the management of the church operations/information.
- Input data (contact information, notes, etc.) and pull reporting as needed pertaining to People section in Planning Center to support dashboard reporting.
- Establish attendance registrations for events (as needed - staff are encouraged to do this when an event needs to be created).
- Ensure the Planning Center Calendar is up to date for weekly review.
- Build out forms and workflows on an as needed basis in collaboration with others.
- Gather information from church members/attendees to improve Planning Center data.
- Work with staff and volunteers to build out processes and workflows that can better the communication and operations of the church.

**Organizational Support**

- Attend weekly Circle of Peace staff meetings, coordinate promotion of events with Circle staff, other correspondence, etc.
- Checks mail Monday mornings and distributes as needed.
- Checks voicemails.
- Maintain digital archives system.
- Execute small projects/initiatives as arise and should capacity exist.

**Qualifications**

**CHARACTER AND CHEMISTRY:** The Church Administrator position is a team player operating in an administrative role and does not provide religious instruction. It is imperative the person filling the role aligns with the character and chemistry outlined herewith.

- Commitment to continuous improvement.
- Investment in relationships.
- Live with integrity.
- Display a servant attitude.
- Commitment to teamwork.
- Must support the vision and mission of the Church.

**COMPETENCY & EDUCATION**

- Strong organizational skills and ability to manage multiple events simultaneously

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- Excellent communication and interpersonal skills to interact with diverse groups
- Attention to detail and ability to execute event plans flawlessly
- Basic understanding of event logistics and facility management
- Proficiency in scheduling software and calendar management tools
- Experience supporting ministry efforts is a plus.
- Experience serving/leading in a church setting is a plus.
- There are no religious credentialing requirements.

**PHYSICAL & MENTAL**

- Must be able to remain in a stationary position 50% of the time.
- Parts of the job can require physical lifting of 50 lbs. or less, but not required for the position.
- This position can work remotely; however, it is not a full-time remote position.
- The cognitive skills needed to complete tasks, including abilities such as learning, remembering, focusing, categorizing, and integrating information for decision making, problem-solving, and comprehending.

**Additional Information**

**General Information**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Circle of Peace leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.