

SUNSET CHURCH
POSITION DESCRIPTION

POSITION TITLE: Church Administrative Coordinator

INCUMBENT: Open

REPORTS TO: Church Administrator

DATE REVISED May 15, 2023

FLSA: Part-time, non-exempt, 28 hrs./wk., Monday through Thursday, 8:30 am – 5:00 pm

Pay Range: \$17-20/hr

PHILOSOPHY

Sunset Church is a community of people, connected to each other and committed to loving our world through faith in Jesus Christ, who are experiencing the life-changing power of that faith, who are expressing Christ's love through serving, and who are actively reproducing these values through mentoring and investing in others. The Church Administrative Coordinator must be committed to Jesus Christ and the work Christ is doing at Sunset Church and agree with these values. The person in this position is expected to have spiritual integrity as well as loyalty and commitment to the staff and congregation of Sunset Church.

POSITION SUMMARY

The Church Administrative Coordinator is responsible for providing administrative support to the administrative operations team and conduct functions of the front desk including greeting the public, answering phones, assisting with event coordination, and miscellaneous administrative support to church staff.

POSITION RESPONSIBILITIES

Reception

- Greet guests and contractors, responds to inquiries, and direct to appropriate person/department
- Promote a welcoming "first impression" with walk-ins, incoming calls, email response, church staff, and volunteers

- Address and direct unsheltered walk-in individuals and call Washington County's non-emergency number as needed
- Answer, direct, and screen incoming phone calls
- Collect, sort, and distribute incoming mail and deliveries/packages
- Must be punctual and remain at front desk area during scheduled reception hours
- Update and maintain mailroom area & mailbox's
- Update staff in/out schedule and internal staff phone directory
- Responsible for the general appearance, upkeep, and tidiness of reception area and Lost and Found
- Assist staff and ministry volunteer leaders with miscellaneous material preparation as needed
- Order monthly office supplies

Event/Room Coordination

- Assist with incoming calls and provide information related to room rentals. Coordinate with Church Administrator on approvals and communication.
- Update and maintain building setup maps for room reservations
- Enter approved facility event reservations and detailed setup requirements in Planning Center
- Procure necessary information to create lease agreements/facility room request forms for approval
- Coordinate with Finance Director to distribute rental invoices and verify payments/collection

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency with Microsoft Office Suite (Word, Excel, Powerpoint and Outlook) preferred
- Experience with Planning Center software preferred but not required
- Ability to manage multi-line phone system
- Organized and detailed-oriented
- Professional and excellent oral and written communication skills
- Excellent customer service
- Multi-task and problem solve

- Ability to lift up to 25 lbs. incoming packages and/or deliveries
- Ability to sit for extended periods of time at front desk

EXPERIENCE

- Minimum one-year experience of receptionist and administrative support in an office environment
- High school diploma or GED