

Church Administrative Coordinator

SUNSET CHURCH

POSITION DESCRIPTION

POSITION TITLE: Church Administrative Coordinator

INCUMBENT: Bobbie Woodruff

REPORTS TO: Church Administrator

DATE REVISED [March 24, 2025](#)

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

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 be in agreement 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

Administrative Coordination

- Direct and sign out keys to scheduled building contractors
- Assists in training volunteer facility administrative help
- Address and direct unsheltered walk-in individuals and call Washington County's non-emergency number as needed
- Update and maintain building master key schedule
- General administrative support, correspondence via email, and/or phone calls
- [Coordinate parking lot overnight use](#)
- [Assists the Church Administrator in other projects as needed for the support of church ministry](#)

Reception

- Greets guests, responds to inquiries, and directs to appropriate person/ministry
- Promote a positive "first impression" with walk-ins, incoming calls, email replies, church staff, and volunteers
- Coordinate the Sunset Info and Reception email accounts
- Answering, directing, and screening incoming phone calls
- Collect, sort, and distribute incoming mail and packages
- Must be punctual and remain at front desk area during scheduled reception hours
- Update and maintain mailroom area/mailbox slots
- Updates staff in/out schedule and internal staff phone directory
- Establish and maintain front desk procedures.
- Responsible for the general appearance, upkeep, and tidiness of reception area and Lost and Found
- Assists staff and ministry volunteer leaders with miscellaneous material preparation as needed

Event/Room Coordination

- Assist with incoming calls and provide information related to room rentals. Work with Church Administrator on approvals and communication.
- Update and maintain building setup maps for room reservation
- Enter approved facility event reservation on Planning Center
- Assist in preparing/processing lease agreements, facility room request forms
- Prepare rental billing worksheet for Finance Director and collect walk-in payments
- Manage logistics and details of external events
- [Assists in the coordination of Memorial Services](#)

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 lb. 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

REVIEWED BY:

Employee Date

Supervisor Date

Human Resources Date

TASK LIST:

- Check voicemails
- Check emails
- Respond to voicemails
- Respond to emails
- Answer phone calls
- Direct phone calls to appropriate department/person

- Assist people on the phone who are looking for resources (Resources: BRC, Rose City Resource, Helping Hands)
- Check the mailbox
- Distribute mail to appropriate staff mailbox
- Receive packages and notify recipients of their packages' arrival
- Assist in large package/order coordination
- Assist with Lost and Found items; notifying staff
- Assist walk ups with their donation gifts; taking donations to their designated spots
- Assist Ministry Host with quick tasks
- Assist Facility Coordinator with tasks or projects that need attention
- Assist church staff with tasks at the front desk or quick tasks away from the front desk that can be done in a small amount of time
- Enter data into Planning Center, delete data from Planning Center, help staff work with Planning Center
- Order office supplies for the office when necessary; periodically monitoring workroom and it's supplies; discuss purchase with Facility Coordinator or Bookkeeper before purchase
- Assist Facility Coordinator with contractors and scheduling
- Initial Screening with potential contractors regarding services and pricing. This information then gets passed on to Facility Coordinator
- Provide potential renters information regarding renting out the facility and it's individual rooms
- Assess documented facility rental requests
- Provide assessed facility rental requests to facility coordinator for a final decision on request
- Contact rental requestors to explain if or if not Sunset can host their event
- Provide and collect any and all legal documentation required from renters of Sunset Church property
- File renter's documentation into appropriate folders and or binders
- Attend mandatory staff meetings (staff prayer and facility team meetings)
- Stay at the front desk to assist with walk-ups and phone calls