

Church Administrator Announcement

Position Summary

The person in this position is vital to the organization and coordination of day-to-day operations of the Calvary Baptist Church, as well as carrying out duties required by the office of the pastor. This individual will need to oversee communications for internal church operations, communications to the church body and community at large.

Position Description:

Serve the office of the pastor and oversee the Calvary Baptist Church's communications platform both online and offline with the goal of improving church engagement and outreach and act as liaison between the church and the community.

Church Administrator Responsibilities:

- Managing daily operations and maintaining office supplies and records.
- Coordinating, planning, and executing church events.
- Distribution of mail and other resources received at the church, including weekly/monthly announcements, emails to the whole church, and/or to the church leadership body on behalf of the Pastor.
- Recruiting and hiring staff and volunteers, and overseeing their work and vacation schedules.
- Handling church communications and publications, creating, monitoring and updating Calvary's communication platforms, website, social media, Mailchip, Flocknote and others as needed.
- Assisting with scheduling meetings, renting church equipment and facilities, and enforcing church policies for facility use.
- Building and maintaining relationships with the congregation and community. Serve as a bridge between "seasoned" members of the church and younger generations.
- Craft and automate "Welcome Emails" for visitors
- Use the communication platform to recruit a team of volunteers willing to serve in the communications ministry
- Provide technical assistance & resources to the users of the Calvary Communication Platform
- Post information/videos to the Facebook page, website, Instagram account as needed
- Get input from Pastor Moses on book promotion.

Accountabilities:

This position is accountable to the Administration Director Bro. John “Jackie” Robertson and requires a person who is a self-starter, independent worker and someone who embraces challenges.

Church Administrator Requirements:

- An associate's degree in business, office management, or related field.
- 2 years' office or administrative experience.
- Excellent communication and interpersonal skills.
- Strong computer skills and ability to operate office equipment.
- Ability to handle stress and problem solve.
- Ability to keep confidential and sensitive information.
- A commitment to standing as a moral and upstanding representative of the church community.
- Project Management
- Multitasking
- Copywriting, proofreading and editing
- Written and verbal communications skills
- Mailchimp & Eventbrite Usage
- Ability to acquire technical knowledge of each component of communication platform, Calvary’s website, Facebook, Instagram, WordPress, flocknote,

Skills/Talent. This position requires the following Skills/Talents:

- Organization & time management skills
- Upbeat Positive attitude
- Excellent Communications skills both verbal and written
- Interpersonal and presentation skills
- Ability to work under pressure
- Social media promotion skills
- Graphic designer skills are a plus but not required
- Data Entry skills

Spiritual Foundation

- Believe in Jesus Christ as Lord and Savior
- Be baptized
- Be an active member of Calvary
- Be an active participant in congregational worship virtually or in person

Compensation Package:

Employees of the church have flex schedules, with the ability to work from home, as well as in the office. No set hours or start times, but this person is expected to complete tasks and make adjustments necessary to stay current and meet deadlines. Payment is on a monthly basis. The salary range for this position is \$40,000.00 -

\$50,000.00 per year based upon skills and qualifications.