



Vine Church – Office Administrator

Job Description:

The Administrator is responsible for the day to day running of the Vine Church office, serving as a helpful and welcoming point of contact to interface with the congregation, the senior pastor and Vine Staff.

Hours:

20 – 24 hours per week. Availability to work 2-3 hours on Sunday afternoon a plus.

Job Responsibilities:

- Receive, direct and screen telephone calls as appropriate for Vine Church
- Serve as gatekeeper to Pastor and other Vine Church staff while ensuring people are helped in a friendly and efficient manner
- Attend and assist with weekly Staff Meeting. Aid in preparation for meetings through the production of documents, handouts, reports, hospitality, reminders, prayer cards, etc.
- Record meeting minutes, when requested, and assist in ensuring meetings proceed in a professional and timely manner
- Maintain various types of files and databases for Vine Church, including quarterly update of mailing list and church flyers/publications
- Responsible for overseeing ordering of office supplies, maintaining building-use policies, church directories, email lists, maintenance schedule of office/building equipment, placing and expediting orders for supplies; verifying receipt of supplies
- Input of Church Attendance and Offering statistics on a weekly basis using Excel and online UMC EVC software
- Ability to directly and indirectly recruit, organize and support volunteers
- Receive, distribute, and send weekly mail, accept incoming deliveries
- Create and update weekly bulletin
- Update Vine website weekly in co-ordination with staff
- Assist with co-ordination of outreach events
- Oversee the Fellowship One Database.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain confidentiality of church members' private information
- Print and keep stock of all materials for church (giving envelopes, manuals, class materials)
- Serve as recording secretary for charge conference and prepare charge conference materials
- Schedule the building use and serve as the primary contact for coordinating custodial services and maintenance work
- Attend to all new employee paperwork, IRS forms, benefits, etc.

Position Qualifications:

1. 3-5 years experience as an administrative assistant preferred
2. A working knowledge of standard office equipment, including computers, routers, copiers, phone and fax machines
3. A strong working knowledge of computers and proficiency in software programs, including Microsoft Word, Excel, database systems and website management. Experience with Quick Books a plus
4. A helpful, cheerful, diplomatic, welcoming and positive attitude to all
5. The ability to maintain confidentiality
6. Efficient, caring and discerning telephone skills
7. Excellent writer, note taker, editor and proof reader and strong organizational skills
8. Experience or comfort with the church-planting environment
9. Commitment to Vine Church culture and values
10. Strong Christian Walk through regular prayer, Bible study and worship attendance

Resumes and cover letters may be sent to Melissa Dunlap at melissaraedunlap@gmail.com