



JOB ANNOUNCEMENT

CHURCH ADMINISTRATOR

POSITION OVERVIEW

We are seeking a dedicated and organized Church Administrator to actively support our core values, mission, vision, and diverse ministries. This role is vital for managing day-to-day operations, ensuring smooth administrative processes, and providing essential support to the Pastor and church staff.



HOW TO APPLY

Interested candidates should submit their resume along with a cover letter highlighting relevant experience and alignment with the church's mission.

Email to
connectcamez@gmail.com.

Join us in fostering a welcoming, organized, and spiritually enriching environment!

RESPONSIBILITIES

Reception and Communication Management:

- Answer and direct telephone calls and visitors professionally
- Manage church correspondence, emails, and mail for the Pastor
- Provide information on church services, ministries, and community outreach

Calendar and Scheduling Management:

- Maintain the calendar of the Pastor and First Lady, scheduling meetings, and appointments
- Coordinate church-wide activities and events
- Manage facility request forms for external organizations

Meeting Preparation and Support:

- Prepare documents, agendas, and reports for meetings
- Support ministry meetings with administrative tasks and minute-taking

File and Records Management:

- Maintain organized records and critical documents

Administrative Support for the Pastor:

- Draft and manage official correspondence
- Arrange ministry-related travel and accommodations

PREFERRED QUALIFICATIONS

- Strong organizational and multitasking skills
- Excellent interpersonal, verbal, and written communication abilities
- High level of discretion and confidentiality
- Proficiency in Microsoft Office Suite, MacOS, Apple iOS, and office technologies
- Prior experience in a church or nonprofit environment preferred
- Commitment to the Christian faith and the values of our local church