

The National Presbyterian Church Office Coordinator

Position Description

The Church Office Coordinator plays a crucial role in the daily operations of the church, providing administrative support to the pastoral staff, ministry teams, and church members. This position is responsible for managing the church office, coordinating events, and ensuring a welcoming environment for all who visit or contact the church. The ideal candidate will have excellent organizational skills and a heart for service within a faith-based community. The Office Coordinator is a full time position under the supervision of the Director of Facilities, and is not exempt under the Fair Labor Standards Act.

Duties & Responsibilities

- Facilitate a welcoming and orderly office environment for staff, congregants, and visitors.
- Serve as the primary point of contact for the church, handling correspondence, phone calls, and in-person inquiries with a warm and professional demeanor.
- Oversee daily administrative operations of the church office, ensuring efficient and effective management of resources.
- Coordinate the reservation of rooms and resources for church events through the church management application, ensuring efficient use of facilities and avoiding scheduling conflicts
- Manage church calendar and events to ensure current information is available internally and to the public.
- Coordinate with the pastoral team, church committees, and volunteers, providing administrative support to facilitate ministry activities and church events.
- Supervise the maintenance and procurement of office supplies and equipment, ensuring cost-effective practices.
- Manage relationships with external vendors and service providers to ensure contractual obligations are met.
- Process vendor payment requests and ensure timely receipt and payment of invoices.
- Recruit, train, and supervise office volunteers, delegating tasks as appropriate to ensure efficient office operations.

Qualifications

- Proven experience in office management, administrative support, or a similar role, preferably in a non-profit or church setting.
- Strong organizational and time-management skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with a proficiency in written and verbal communication.
- High level of discretion and confidentiality for handling sensitive information.
- Proficiency in office software (e.g., Microsoft Office Suite) and ability to learn and use church management software.
- A commitment to the values and mission of the church, with a service-oriented approach to work.
- Ability to work independently and as part of a team, demonstrating leadership and initiative.
- Flexibility to work occasional evenings and weekends for church events and activities.