



**JOB TITLE:** Office Administrative Coordinator

**JOB DESCRIPTION:**

Responsible to be the first point of contact for those calling or visiting the church. Directs or screens all incoming phone calls and provides direction to those visiting. Requires in-depth knowledge of the church and its ministry in order to answer and direct inquiries properly. Responsible for routine office work given specific instructions where minimal judgment is required. Requires high skills in computer word processing and data entry. Duties may include typing letters, reports and forms, filing, posting and checking records, running copy and fax machines, sorting and processing incoming/outgoing mail.

**STATUS:** Hourly

**SALARY:** To be determined

**JOB TYPE:** Part-time

**DEPARTMENT:** Administrative Operations

**PREREQUISITES:**

An active Member of New Beginnings (Attends Sunday Worship Service, Bible Study, Life Group and Church Sponsored events)

Completion of New Beginnings Institute

Must be a Tither at New Beginnings Church

Commitment to One Year of Service

Approval and/or Recommendation of the Senior Pastor and/or Executive Minister

**PREFERRED SPIRITUAL GIFTS:**

Administration

Serving

Faith

Wisdom

**SKILLS/QUALIFICATIONS:**

- Minimum 2 years of experience in a receptionist or other administrative support role in a church or business environment.
- Exceptional interpersonal skills and ability to interface with members, visitors and staff at all levels.
- Exceptional oral and written communication skills.
- Proficient knowledge of Microsoft Office.

- Experience handling a switchboard or multiline telephone system.

### **CORE RESPONSIBILITIES:**

- Provide administrative support to the Office Manager as needed.
- Answer the phone, screen, and route calls as appropriate while presenting a positive, warm image.
- Create and revise existing process documents to electronic versions
- Familiarity with church management software systems
- Greet and direct visitors and manage the visitor log.
- Accept deliveries and notify appropriate recipient.
- Assist with funeral and bereavement planning and coordination.
- Photocopy, laminate, file, and collate documents as needed.
- As information comes into the office the secretary, when necessary, should Contact the proper leadership when made aware of special ministry needs and prayer requests of the members. (Sickness, death, etc.)
- Print and maintain supplies for the Altar Counselor room including information packets.
- Willingly execute any other tasks or responsibilities that may be assigned.

Responsibilities may change based on the needs of the organization, or as delegated by the Senior Pastor, Executive Minister, Director of Human Resources or Office Manager.

### **ADDITIONAL EXPECTATIONS:**

Must exhibit an attitude of service, ministry and understanding of the assignment. To represent New Beginnings Church and must exhibit core values, mission and vision of New Beginnings at all times.