

Avondale Presbyterian Church

Job Description

Title: Administrative Coordinator

Status: Full-Time (40 hours)

Reports to: Senior Pastor (Head of Staff)

Revise Date: September 2023

Summary: Provides overall office administrative supervision, including supervision of Financial Coordinator, Communications Coordinator and Custodian. Recruits and supervises office volunteers as applicable. Oversees the office, the front desk, property-related issues, Member Data and member-related work, and performs other administrative duties. Observes confidentiality of church matters.

Duties and Responsibilities:

Office Supervision

- Supervises the church office, Financial Coordinator, Communications Coordinator and Custodian.
- Recruits office volunteers to perform a variety of specific office tasks; coordinates training and provides supervision and quality control for volunteer work.
- Makes recommendations and negotiates with vendors and service providers regarding overall office equipment changes, upgrades, and purchases, as applicable.

Office / Administrative

- Ensure friendly, informative reception in person and on the phone.
- Calls and/or directs service providers for office, grounds, and facilities issues.
- In the absence of clergy, provides or locates assistance for those in need based on options available.
- Protects time, space, and function of clergy by handling applicable issues.
- Receives and sorts incoming mail and deliveries.
- Records and acknowledges all memorials/honorariums.
- Receives and records all incoming registrations and payments. Communicates updates with the appropriate leaders.
- Manage workers compensation and property insurance provider relationship and communicate any activity and policy changes to Property, Personnel, and Finance teams. Schedule and manage insurance policy reviews with insurance provider annually or as needed.
- Maintains church calendar with events, rentals and reservations.
- Maintains Church Records and files including Session minutes, archives, maps, logs, etc..
- Work with Clerk of Session to compile the various components of the church's annual report to the presbytery and the PC(USA).
- Oversees office appearance. Maintains space, organization and cleanliness.
- Maintains and orders office supplies.
- Oversees office machines including repairs, expenses, postage, network back-ups, etc.
- Manage Board of Pensions account by working with Personnel to enter annual employer agreement, salary changes, and employee hires/exits. Communicate with staff about benefits changes and enrollment deadlines. Work with Financial Coordinator and ACC staff to transfer information related to Payroll.

- Support Financial Coordinator during heavy workload periods by check writing, entering Sunday Worship contributions into Realm, and responding to requests by congregation for financial information recorded in QuickBooks.
- Compile, edit, and publish all worship and funeral bulletins. Assist ministerial staff with details involving worship services.
- Serves as a staff liaison on the Avondale Children's Center personnel committee.

Membership

- Maintains current church directory (including changes to office copy as well as publication of directory for members). Shares church member data with membership, as appropriate.
- Maintains Church Register.
- Enters data into Realm software in order to maintain accurate and updated membership and statistical records -- including names, addresses, member pictures, baptisms, deaths, service on session, membership status, etc.
- Develops and maintains up-to-date knowledge of Realm report writing and other features necessary to provide data as needed to clergy and ministry teams.
- Assist with funerals, i.e. funeral programs, ushers/volunteers, meals, etc.
- Administers files, records and documents related to the Columbarium.
- Orders Columbarium supplies and coordinates with vendors.
- Oversees Member concern communications; receives concerns and communicating concerns to staff and membership, as appropriate.
- Works with Clergy on New Member program.
- Additional miscellaneous/supporting membership administrative activities: Ministry Team lists, Leadership Retreat, record worship attendance, etc.

Property & Facilities

- First level of communication/contact for contracted grounds and cleaning services.
- First level of communication/contact for rental inquiries. Maintain documents and documentation related to rentals.
- Open/close office Monday- Friday; church spaces as needed.
- Communicates church ground and facility needs to property team and act as directed.
- Maintains vendor files with service agreements, and other information pertinent to vendor function.
- Contacts vendors and service providers regarding repairs, service calls, and routine maintenance as applicable.
- Maintains maintenance log.
- Administers property keys and protects access to keys and private spaces.
- Daily property check to ensure locked doors, lights off, temperature settings, observe property, and act on concerns, etc.
- Attends Property Committee meetings; participates on Property Committee.
- Orders supplies related to maintenance, facilities, and property as needed.

Other

- Attends staff meetings as directed.
- Other duties and responsibilities as assigned.
- Maintain confidentiality and discretion regarding sensitive information.

Knowledge, skills and abilities required:

- At least 3 years of related reception and administrative/clerical experience.
- Interpersonal skills (i.e. professional, polite, friendly) necessary to communicate in person and on the telephone, providing information with courtesy, tact, and discretion; Team Player.
- Accurate typing/keyboarding skills.
- Excellent organizational ability, detail oriented, produces accurate work.
- Knowledge of property management/care desired; willingness to learn.
- Computer skills: Microsoft Office Proficiency including MS Word, Excel and Outlook.. Ability to learn and utilize other specialized software as applicable, including Publisher and ACS. Ability to navigate Gmail, Search, etc.
- Office equipment skills: Proficiency using office equipment including multi-line phones, copiers, scanners, fax machines, postage meter, folding machines, etc.