

POSITION DESCRIPTION

POSITION TITLE:	Administrator
FSLA:	Exempt
QUALIFICATIONS:	College degree or related post-secondary education in administration or a related field
REPORTS TO:	Senior Minister

ESSENTIAL JOB FUNCTIONS OF THE OFFICE ADMINISTRATOR:

- Supervises office staff to ensure critical functions of the church office are fulfilled
- Works with volunteers to ensure they are properly trained for their role and are scheduled appropriately to maintain smooth operation of church office functions
- Maintains communication with membership through electronic and print communications including monthly newsletter, weekly e-mail updates, Sunday bulletins/event programs, website maintenance and appropriate announcements
- Chairs the Emergency Preparedness Team, creating procedures that ensure and support the safety of the members and campus
- Manages the Banking, making deposits and transfers
- Payroll Administrator
- Works with the Senior Minister to review and revise office staff responsibilities and evaluate job performance of other office staff members
- Coordinates with families, ministers and church volunteers the elements of memorial services
- Supervises the Sunday cashiers, making sure the special offerings are accounted for accurately
- Manages the flow of information within the church and with the larger community, including the Membership Coordinator, Simpson House Coordinator, Pastoral Care Team leaders and Senior Minister
- Coaches (in collaboration with the minister) leaders in how to plan events and coordinate and execute activities within the church community
- Works with the Building Use Committee to set and maintain a fee structure for use of All Souls facilities, excluding Simpson House. Sets procedures for maintaining the integrity of the facility and the implementation of Building Use Committee policies
- Supervises the rental use of the facility, excluding the Simpson House
- Coordinates the renovation project with staff
- Coordinates the Sabbatical guest speakers and worship services

OTHER JOB FUNCTIONS

- Is present on Sunday mornings to ensure smooth operation of Sunday activities
- Consults with various church committees to fulfill critical needs of the church
- Meets regularly with Senior Minister and other members of the office staff
- Compiles reports for the annual meeting
- Keeps current on effective church practices, in the areas of verbal and written communication, organization, volunteer usage, etc., through attendance at workshops and/or other professional development opportunities appropriate to his/her responsibilities

- Facilitates classes, workshops and Sunday services, as requested by the Senior Minister
- Facilitates human resource needs among the staff, as requested by the Senior Minister, including guiding new employees through the hiring process, completing the new hire paperwork and distributing the Human Resources Manual.
- Training new hires, representatives from renters and church members in security/emergency procedures.