



BETHANY

PRESBYTERIAN CHURCH

JOB DESCRIPTION

Position	Administrative Coordinator
Purpose	Provide administrative and program support to the Bethany Staff and Session
Accountability	The Administrative Coordinator reports to and is accountable to the Communications & Systems Manager and relates closely with the Associate Pastor of Youth & Young Adults.
Hours	The job is part-time, 30-hours per week.

Qualifications

- A personal commitment to Jesus Christ and openness to the direction of the Holy Spirit.
- Bachelor's degree or equivalent experience.
- Office administration experience and proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint). Experience with Community Church Builder, MailChimp, Adobe Creative Suite, and WordPress is desirable, but not required.
- Excellent interpersonal skills to work with a diverse population and to coordinate and manage volunteers.
- Strong organizational and time management skills, attention to detail, ability to take initiative and work independently.
- Accuracy in money handling and confidentiality in all matters pertaining to the Church and its members.

Responsibilities – there are two main roles which this position will fill:

1) Staff & Session Support / Office Management – 20 hours weekly

- Manage production of bulletins and inserts for all worship services, working closely with the Director of Worship.
- Staff the reception area for the church, including answering phones and greeting visitors.
- Provide administrative support for pastoral staff and for church committees as appropriate including photocopying, mail distribution, gathering paperwork, etc. as needed.
- Be one of the resident experts on our Church Community Builder (CCB) system, keeping the database updated, maintaining the church calendar, creating forms, events, registrations, room reservations, serving schedules, etc. as needed.
- Manage church-wide background check system for volunteers and staff.
- Partner with Facilities Administrator on housekeeping/maintenance of Howe Street houses.
- Maintain an adequate inventory of office supplies; manage contribution supplies (offering envelopes), records, and giving statements (distributed to congregation semi-annually).
- Oversee maintenance of church files, records, and statistics, along with mailing lists and membership information, in partnership with the Clerk of Session.
- Recruit, train, and supervise intergenerational volunteers who assist with office-related tasks, including offering count & deposit, stewardship campaign letter mailings, giving statement mailings, sorting incoming mail, etc.

- Prepare and make weekly bank deposit (along with one other staff member or volunteer).
- Be the point person for processing staff time-off requests and expense requests as needed, working closely with the bookkeeper and HR contractor.
- Compile and distribute monthly Session packets and other correspondence for Session.
- Maintain confidentiality of information regarding such things as personnel, Session meetings, church members, and any individuals requesting assistance from the church.
- Be a help and support to the Communications & Systems Director – including but not limited to: assisting with the weekly E-News as needed; editing/posting Morning Devotionals; making regular website content updates; social media postings; app push notifications; setting up Zoom links for hybrid events; setting up hybrid tech for staff and session meetings, etc.
- Other miscellaneous tasks as requested by Head of Staff Pastor and Director of Adult Formation & Outreach – some examples include: coordinating worship leader schedule and distributing documents in preparation; managing Devotional schedule; updating and maintaining annual church officer training booklet, and assisting with Faith Formation and Outreach Ministry event coordination.

2) Children & Family and Youth & Young Adults Ministries Support – 10 hours weekly, including occasional Sunday availability as needed

- Manage details and logistics of camps, trips, and retreats, including tracking of fundraising income & payments, being a resource for parents' questions, and sending out personal bills.
- Help maintain schedule for Associate Pastor; manage and help with deadlined projects.
- Keep Children & Family and Youth web pages up to date with new content as needed.
- Coordinate dinner sign ups/drop offs with parents for youth leaders on Tuesdays and Thursdays; take initiative to purchase food items/supplies for meals as needed.
- Manage the attendance tracking and reporting system for Sunday programming and mid-week gatherings for youth, college-age, and young adults.
- Print weekly Children's Bulletins and prepare for distribution on Sunday mornings; post links on Sunday resources web page; print out class curriculum and activity/coloring pages for Sunday programming; manage other print projects as needed.
- Maintain supplies and keep storage areas organized for arts/crafts, items for games or other activities; be a resource for volunteers in locating items.

