**Job Description:**

**Office Administrator**

**Overview**: The Office Administrator is responsible for the overall operation of the church office on a day to day basis. This includes, but is not limited to: communications, contact management, scheduling, and assisting the pastors and ministry staff as needed. When needed and as directed, the Office Administrator recruits, trains, and coordinates volunteers to carry out specific administrative tasks and projects. As the primary receptionist and first point of contact for both the congregation and the community the Office Administrator helps set a warm, welcoming, “people-first” tone in the office, which reflects the mission and values of First Covenant Church.

This position is in-person Monday-Friday.

Part time, .5 FTE (20 hours/week)

Additional hours may be required during initial training period and to accomplish implementation of new software platform in first or second quarter 2025.

**Reports to:** Lead Pastor

**First Covenant Employees are expected to regularly demonstrate:**

* A life of committed and growing discipleship to Jesus Christ
* A spirit of teamwork and collaboration
* Initiative and innovation
* Sensitivity and confidentiality

**Specific Duties:**

* Manage daily office operations by maintaining regular office hours, coordinating any administrative volunteers, managing church-wide calendar, and possessing practical knowledge of typical schedule of all employees.
* Serve as primary receptionist: answering phone calls, emails, receiving visitors, directing people to appropriate resources, distributing incoming mail, and handling general inquiries regarding First Covenant.
* Maintain official records and documents of the church.
* Manage facility calendar and building use requests, coordinating and communicating with all relevant parties, including outside groups and custodial services.
* Assist Lead Pastor and Associate Pastor with administrative tasks as assigned.
* Preparation of monthly newsletter, weekly “e-news,” and weekly bulletin.
* Track member and visitor attendance, send welcome materials to new guests, alert pastors of prolonged absences, maintain church’s people database.
* Support human resource functions, including background checks, maintaining records, etc.
* Maintain office equipment and office supply inventory, making purchases as necessary.
* Manage and distribute volunteer lists, recruit volunteers from congregation as needed for various events and activities.
* Prepare and publish the Annual Report and other congregational meeting materials.
* Attend and participate in weekly All-Staff meetings.
* Assist Finance Team and Treasurer:
  + Weekly offerings and bank deposits: check ushers counts, scan checks and enter amounts into spreadsheet, take deposits to bank.
  + Financial account statements: download and forward to bookkeeper, identify QuickBooks categories for charges and obtain receipts.
  + Bill payment: maintain records of bills, both mailed and electronic; pay bills online; process reimbursements; mail monthly tithe checks to ECC, NWC, and LBBC.
  + Payroll: Forward payroll processor reports to bookkeeper, serve as backup for interacting with payroll processor, handle required reporting such as W-2s.
  + File property tax exemption form annually.
  + Preparation and distribution of annual contributions statements

**Minimum Requirements:**

* Be a committed and growing disciple (follower) of Jesus Christ
* Be in alignment with the beliefs of the Evangelical Covenant Church
* Regular participation in First Covenant or a local church
* Knowledge of general office skills (Copier, Scanner, Phones, Microsoft Office Suite, Social Media, Canva, etc.) and the willingness and ability to develop new skills.
* Confidentiality (financial records, counseling situations, personal information, etc.)
* Ability to take initiative and work independently without direct supervision
* Strong organizational skills and attention to detail
* Ability to prioritize tasks and manage time effectively

**Preferred Qualifications:**

* Previous experience in a related field
* Associate or bachelor’s degree
* View administration role as a ministry, not just a job
* Creativity and willingness to suggest improvements to current processes
* Flexible and willing to try new things and occasionally fail.
* Bilingual/Spanish-language skills would be helpful

**Compensation & Benefits:**

Competitive pay, commensurate with experience

Paid vacation, holidays, and sick days

Flexible and understanding work environment

Specific working hours can be negotiated

Opportunities for continuing education/personal development

**Application Deadline: December 20, 2024**

**To Apply:** Send us your resume, 2-3 references, and a brief cover letter (no more than one page) telling us why you think you are a good match for this position. E-mail applications are acceptable. Send to firstcov-office@rfcov.org.

Or mail/drop off to:

First Covenant Church

1374 N Main St.

River Falls, WI 54022