

Job Title: Church Administrator

Reports To: Lead Pastor

Hours: 40 hours per week

Overview: Cornerstone Christian Fellowship is seeking a highly organized, proactive, and versatile **Full-Time Church Administrative Assistant** to serve as a central hub for our church's administrative, facilities, and communications functions. This role ensures the efficient daily operation of our church office, the proper maintenance of our facilities, and the effective coordination of church life events and communications for the church family. The ideal candidate is a self-starter with exceptional organizational and interpersonal skills, a strong ability to manage diverse responsibilities, and a deep commitment to serving in a church environment.

Key Responsibilities:

I. Office Management & General Administration:

- Manage overall church office operations, including answering phones, managing voicemails, greeting visitors, and responding to general inquiries.
- Maintain an organized, welcoming, and efficient office environment.
- Manage incoming and outgoing mail and deliveries, including preparing finance envelopes.
- Order, manage, and refill general church and office supplies, ensuring adequate stock and cost-effectiveness.
- Maintain accurate and up-to-date church records, databases, and comprehensive filing systems (digital and physical).
- Oversee and support the efficient use and basic management of church-owned technology (e.g., iPads, general office equipment).
- Maintain church keys and manage access codes for the main entrance.
- Organize and maintain the Lost and Found system.

II. Facilities Management & Maintenance Coordination:

- Serve as the primary point of contact for all church facility and property-related matters.
- Manage and schedule preventative and reactive maintenance for church appliances, equipment, and the entire church facility (e.g., carpet cleaning, HVAC, plumbing, electrical).
- Coordinate directly with external vendors for repairs, cleaning services, groundskeeping, and specialized facility needs.
- Oversee and schedule maintenance for church vehicles (truck and trailers).
- Ensure the Ministry Center (MC) and other church spaces are consistently orderly, clear of clutter, and well-maintained, including the kitchen area.

- Facilitate proper setup and teardown for various ministry events and classes at the MC, ensuring items are properly put away and dishes are cleaned/stored after events.
- Liaise with ministries and individuals regarding their facility-related needs and requests.
- Support critical administrative tasks related to church property, including:
 - Supporting annual property tax exemption processes (in coordination with Elder Tim).
 - Assisting with the annual business license renewal (with Ross).

III. Communications & Digital Presence:

- Manage and optimize the church's overall communication flow, both internal and external.
- Lead the management of the church's social media platforms and digital presence, including content creation, scheduling posts, and engaging with the online community.
- Administer and update the church website content to ensure current information.
- Manage church app content and notifications to ensure timely and relevant information reaches the congregation.
- Manage and update the church calendar (internal and external facing) for all church activities, meetings, and events.
- Create and manage email aliases as needed.
- Manage communication for sympathy cards, flowers, and gifts to congregants.
- Design, print, laminate, and post various signs as needed for the office, Ministry Center, or other church areas (directional, communication, parking signs for Sundays/events).
- Assist with domain name maintenance.

IV. Event & Ministry Support:

- Manage and optimize room bookings and usage schedules for both the Ministry Center (MC) and LHE for meetings, events, and outside group usage.
- Strategically adjust meeting and group schedules to efficiently utilize space and meet the needs of various ministries and external groups.
- Provide training and guidance to church groups and individuals on proper facility close-up and lock-up procedures.
- Support pastors and ministries by assisting with administrative tasks for events, classes, and special projects.
- Support baptism services, including Sunday setup coordination, managing communication emails, planning logistics, and ensuring all necessary supplies are present.
- Create and prepare certificates for baptisms, parent/child dedications, name tags, and other significant church milestones.
- Coordinate appreciation and gifts for key groups (e.g., LHE appreciation/gifts).

V. Financial Support (in coordination with Treasurer/Bookkeeper):

- Process incoming offerings and donations, preparing them for deposit.

- Process and submit bills related to facilities operations and general church expenses.
- Maintain accurate records of contributions (under the guidance of the Treasurer/Bookkeeper).
- Assist with basic financial record-keeping and data entry as needed.
- Process invoices and reimbursements as directed.
- Facilitate Microsoft gift matching processes through Benevity (with Elder Duane).

VI. External Liaison & Partnership (LHE/BSD):

- Serve as the primary liaison between Cornerstone and the LHE/BSD for facility usage.
- Communicate usage schedules, changes, and any necessary coordination with LHE/BSD staff.
- Manage and facilitate the yearly contract renewal process for LHE facility usage.

Qualifications:

- Proven experience in a comprehensive administrative, office management, or operations role (2+ years preferred), ideally within a church or non-profit setting.
- Demonstrated ability to manage multiple, diverse responsibilities effectively and prioritize tasks in a fast-paced environment.
- Exceptional organizational, logistical, and time management skills with a strong eye for detail.
- High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with church management software (e.g., Planning Center Online - PCO) for event, volunteer, and registration management.
- Strong familiarity with website content management systems (e.g., SquareSpace) and social media platforms (e.g., Facebook, Instagram, etc.) for engaging digital communication.
- Excellent written and verbal communication and interpersonal skills.
- Proactive problem-solver with a strong ability to take initiative and work independently with minimal supervision.
- Demonstrated ability to maintain the highest level of confidentiality and discretion with sensitive church and congregational information.
- A positive attitude, strong interpersonal skills, and a welcoming demeanor.
- Ability to work collaboratively as part of a team.
- Agreement with the mission, vision, and values of Cornerstone Christian Fellowship.

Physical Requirements:

- Ability to navigate church facilities, including light lifting and moving of items for event setup.

- Occasional light lifting or moving of materials for events.

To Apply: Please submit a resume to rita@cornerstoneseseattle.com