

JOB DESCRIPTION ADMINISTRATOR

FINAL 5/10

IDENTIFICATION:

Job Title: Administrator

1st Level of Accountability: Executive Pastor

JOB SUMMARY: Under the supervision of the Executive Pastor, the Church Administrator will be responsible for the administration and Sunday operations for NLF.

QUALIFICATIONS:

- 2-5 years management experience with projects, people and systems.
- Excellent people skills and a person of integrity with a positive attitude and cheerful disposition.
- Able to coordinate and delegate various responsibilities.
- Previous experience working with and supervising both employees and volunteers.
- Able to properly handle confidential information in a careful and secure manner.
- Computer proficient and comfortable with technology: Microsoft Office skills.
- Detail oriented
- Able to work in a team environment.
- Self starter who can handle multiple projects and meet deadlines in a fast paced environment.
- Ability to multitask.
- Business/accounting background/education (BA in business administration would be a plus).
- Bilingual (Spanish) would be an advantage.
- Excellent verbal and written communication skills.

Duties and Responsibilities:

Under the supervision of the Executive Pastor, the Administrator will be responsible for the following:

1. Office Administration:
 - Supervising, scheduling and training the church office staff, receptionist, and volunteers.
 - Purchase or lease office equipment and service contracts; copiers, duplicator, postage machine, fax, computers etc. Project replacement needs. Interviewing companies to match equipment, budget and office needs. Provide training to employees and volunteers as needed.
 - Oversee procurement of all office supplies and materials. Project budget needs.
 - Oversees organization and cleanliness of office area.

- Maintaining the church calendar, scheduling the use of facilities, and resolving scheduling conflicts.
 - Provide the capabilities for computer backup for all various ministry needs.
 - Oversee the maintenance of internal communications including the church bulletin, newsletter, website, lobby screen, parking lot sign and other methods as needed.
 - Conducting publicity and advertising activities.
 - Maintaining files of official church records and documents.
 - Oversight management of the bookstore, tape, and similar ministries.
 - Oversight of seasonal newspaper and yellow pages advertisements.
2. Finances:
- Initiate annual budget preparation in coordination with Deacon board. Track budget with department heads throughout the year.
 - Supervise bookkeeper, controller and auditors to maintain good accounting records.
 - Insurance planning/updating/maintenance in coordination with Deacon board.
 - Make monthly financial report to Elder board
 - Maintain purchase order systems.
 - In consultation with the Executive Pastor, provide final authority in any day to day purchases, and financial decisions.
 - Negotiate major asset purchases with assistance of Deacon Board.
 - Long Range planning (financial, facility, scheduling) in coordination with Deacon board.
 - Benevolent fund authority and determination of need along with Deacon board.
 - Attend Deacon board meetings as needed.
3. Sunday Operations:
- Oversee all Sunday operations: ushers, greeters, parking lot and hospitality volunteers
 - Responsible for training, releasing and team building of all Sunday operations volunteers.
4. Performing other appropriate duties and responsibilities of administration.