Communications/Administrative Coordinator

Position Description

The Communications/Administrative Coordinator is the central point for all administrative and communications for our church family. They will have an active role in the office as it relates to all things office related (payroll, banking, calendar, etc,) and in assisting in the general communications (social media, events coordination, website) with the church family at large. The desired person would be a highly organized and collaborative individual that is willing to work with the pastoral staff and ministry directors in fostering the healthy operations of a church family.

Duties & Responsibilities

Assist in developing and enhancing Grace Chapel's communications with our people – 25%

- ⇒ Assist in content creation for social/communications purposes (ie: graphic design).
- ⇒ Development of a weekly church wide communication that enables our people to stay connected with all that is happening within Grace Chapel.
- ⇒ Work alongside the Associate Pastor of Worship in developing communication strategy and making sure it is executed and assessed on regular basis.
- ⇒ Central point of communication between the church family and the respective staff, Elders, Deacons, Ministry Leaders, and other roles within the church.
- ⇒ Ongoing oversight of social media presence and management (ie: schedule of postings, push notifications, etc.)

Maintain and Deepen the Use of Online Tools for Organization – 25%

- ⇒ Ongoing use and development of online platforms for general church administration (ie: Planning Center, Subsplash, etc.)
- ⇒ Coordination of website event calendars and their respective registration needs for future events, discipleship classes, community groups, etc.
- ⇒ Work with our Financial Accounting Professional to be trained in the use of our Accounting Software (currently Sage) and its future enhancements.

Manage the Administrative Duties Related to the Office – 25%

- ⇒ Handling of all correspondence (phone, website, mail) of the church and the proper routing to the respective parties.
- ⇒ Maintenance of all Pastors/Church wide calendars to understand the different events/organizations that are using the church facility throughout the week.
- ⇒ Ordering of all necessary office supplies and materials needed within the respective ministries.
- ⇒ Respond to correspondence and information from all of our respected third-party companies (insurances, print vendors, outside contractors, community organizations, etc.)

Oversee the Payroll/Accounting of the church with assistance from Executive Pastor – 25%

- ⇒ Work as the primary manager of all things finance related within the church (weekly giving, bank reconciliation, check cutting, yearly statements).
- ⇒ Team up with the Executive Pastor to oversee proper management of all church related financial reports and distribution of monies to appropriate accounts
- ⇒ Generate monthly reports from the Accounting software and work with our CPA to have audited month end/year end financials for Trustees/Pastoral Staff.
- ⇒ Oversee payroll processing and changes necessary as it relates to staff compensation.
- ⇒ Ongoing desire to enhance and streamline processes related to church stewardship

*These duties/responsibilities are a trajectory of what we desire the candidate to perform over time, not from the outset.

Desired Skills/Abilities

- ⇒ Must be a committed Christian with deep spiritual and moral convictions
- ⇒ Have well rounded training/experience in communications and administration
- ⇒ Highly organized individual who thrives in an environment of collaboration
- ⇒ Awareness/Willingness to learn church software such as Planning Center, Subsplash, and church design tools. Graphic Design experience a plus but not required
- ⇒ Ability to lead, organize, and develop healthy communications with people within our church family.
- ⇒ Wholeheartedly believe in and support the mission, vision, and values of Grace Chapel.
- ⇒ Works well with the pastoral staff and ministry directors so as to further enhance our cohesion as a team.

*This is a 32 Hour/week full time position that includes an hourly rate of $20-$23/hr depending on experience. Generous benefits are also available with this position.