



POSITION: Office Administrator

Part time position: 2 days/week in office

Pay: commensurate with skills & qualifications

The Office Administrator position is designed to assist with the day to day operations of Grace in Pagosa, centering around the areas of communication, event coordination, and office administration. The role of the Office Administrator will be to provide administrative support for the Elders, Lead Pastor, and Church Staff, and to help connect the Church Family with the life and activities of Grace.

Office Administrator Qualifications and Characteristics:

- Humble and committed to being a part of a healthy team culture
- Willingness to learn new things and attempt new challenges
- Capabilities with or willingness learn communication software and social media
- Capabilities with or willingness to learn basic website maintenance
- Excellent interpersonal and communication skills
- Able to operate faithfully with minimal oversight
- Able to work within a team toward common goals
- Experience working within a church, para-church, or NPO/NGO preferred
- Able to take direction and correction

The Office Administrator will be responsible for the following:

- Welcoming people who contact the office, and directing their needs or questions
- Maintaining office hours, as agreed upon with Lead Pastor
- Answering phones & email, returning/directing messages, and handling mail
- Assisting with church-wide communications & need's requests
- Learning & administrating our church management software
- Basic maintenance of information on church website & social media accounts
- Ensuring timely administration of church records, documents, and certifications
- Overseeing accounts and utilities related to the church office
- Developing, printing, and delivering documents as requested by staff
- Handling reservations for rooms/facilities, and community spaces
- Assisting staff and ministry leaders with event planning and coordination
- Assist in communication and marketing for special events
- Maintaining office supplies and procuring requested supplies by staff
- Ensure iPads & printers are charged and ready for check-in each week
- Other duties as requested