

Office Administrator + Third CRC Kalamazoo

Adopted 4.19.21

Primary Tasks

To keep the day-to-day operations at Third Church organized and consistently improving by supporting staff and ministry leaders; be an accessible resource for guests.

Qualifications

- Love for Jesus Christ and a commitment to expressing that devotion through creative communication, proactive office support, and effective relationships with others in and outside of the church.
- Comfortable communicating clearly with people in person, on the phone, and via email.
- Leadership, organizational and administrative skills, and the ability to work well with teams.
- Ability to prioritize and organize multiple projects, to work independently, and with frequent interruptions.
- Experience in design of printed material, website management, and maintaining an effective social media presence.
- Strong writing, editing, and proofreading skills.
- Proficient with Google Workspace and Apple iWork and a willingness to learn new software as needed, i.e., Mailchimp, Planning Center, Canva, etc.
- Physical requirements include ability to work in an office environment with extensive use of computer, copier and telephone; to read, write and handle paper documents; to lift up to twenty pounds; and to move between areas of the facility daily.
- Submit to a background check in compliance with Third's Safe Church policy.
- Though not required, membership at Third would be preferred.

Duties & Responsibilities

Coordination of Communication

- Gather information to create, organize, plan, and implement effective and creative communication messages and strategies for church and community audiences in a timely manner, i.e., weekly e-newsletters; ministry and Council updates.
- Oversee communications to ensure clarity, brand presence, and consistency.
- Respond to general church email, voicemail, and walk-in requests; as well as specific inquiries submitted via Connections Cards and online forms.
- Distribute electronically—and as needed in print—agendas, minutes, reports, and other materials as requested by staff, council, and ministry leaders.
- Maintain and update the Third website and social media accounts on a regular basis.

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Manage the Church Office

- Pay bills and reimbursements, while keeping financial records and assisting in maintaining the church budget.
- Process online contributions (Vanco).
- Ensure payroll and related processes are executed in a timely and accurate manner.
- Serve as the point person for mailing; background checks; signage; building security; office equipment and supply acquisition.
- Actively maintain Planning Center church management tools.
- Manage master facility-use schedule and church calendar, including supervision of facility rental requests and events.
- Maintain Third's legal files and records.
- Offer a hospitable and knowledgeable presence during office hours.

General & Other Staff Responsibilities

- Directly accountable to the Lead Pastor; meeting regularly for supervision.
- Participate in weekly staff and specified ministry team meetings (Administrative & Council) to be informed of leadership priorities and decisions as well as for visioning and implementing communications.
- Possess an understanding of, passion for, and commitment to the mission, vision, and values of Third Church; participate in the life of the church on a regular basis.
- Support the work of other staff members, i.e., initiate correspondence, schedule volunteers, create digital and print promotional materials, event set-up, etc.
- Maintain organization of Third's common work areas.
- Other tasks as assigned by the supervisor.

Summary

This is a part-time position—28 hours/week. Office hours are ordinarily Monday-Thursday from 8:00 am to 3:00 pm. Compensation will commensurate with experience and education. For inquiries, please contact Pastor Derek Zeyl at derek@3rdcrc.org.