

OFFICE ADMINISTRATOR JOB DESCRIPTION  
Germantown Mennonite Church, Philadelphia, PA

Skills necessary for the job of Office Administrator:

- Organized
- Proactive
- Can work independently and efficiently
- Can work as a member of a team
- Attends to both detail and big picture issues
- Experience with Google Docs, Sheets, and Groups, Mailchimp, and QuickBooks
- Typing Skills
- Some experience with managing a web page
- Good time management skills
- Can prioritize multiple tasks in multiple areas

ENSURE THE SMOOTH FUNCTIONING OF THE CHURCH OFFICE:

- Attend a weekly staff meeting.
- Maintain a clean office environment, mindful of the communal nature of the church office.
- Answer the telephone, respond to routine inquiries, and direct calls as needed.
- Respond to all email, postal and phone requests in a timely manner.
- Sort and distribute postal mail, email, and phone messages to the appropriate people.
- Maintain a yearly archive of relevant paperwork, including council notes, letters, budgets, published articles and other important documents.
- Coordinate monthly reports from committees, and ensure that they get to council within 24 hours of the monthly meeting.
- Maintain a comprehensive electronic and paper file of church documents, including council reports, bulletins, letters, financial documents and other essential paperwork.
- Order all necessary office supplies, Sunday school materials, janitorial supplies, and other supplies necessary to maintain the life of the congregation.
- Maintain office equipment, and follow up on their maintenance, as needed.
- Fill out a weekly time sheet, as per state regulations.
- Send out weekly communication to the congregation.
- Complete all other tasks, as assigned by the pastor or council chairperson.
- Set up and transfer accounts for new Council members/Committee Chairs.

SUPPORT THE MISSION OF THE CHURCH:

- Understand and articulate the ministry and vision of the congregation.

- Assist the Sunday School teachers by ordering curriculum and other materials as needed.
- Maintain primary responsibility for website maintenance.
- Add/remove members from Listserv & mailing list as necessary.
- Create presentation for worship services, in consultation with the pastor and worship leader.
- Send out email reminders to all those involved in worship, providing all needed information for all those involved.
- Notice anything in need of repair, and collaborate with pastors and trustees on a plan of action.
- Greet visitors and guests in a friendly, welcoming tone.
- Maintain a good working relationship with building renters, listening to their concerns, and communicating changes to the building as needed.

#### BUILDING USE:

- Maintain a church calendar that keeps track of building use, including rentals and ongoing use by the congregation and other collaborators.
- Coordinate visits with community members and organizations interested in renting the building.
- Handle paperwork and communication related to building rental and use—agreement contract, payment and insurance information.
- Arrange a physical presence as needed for all building rentals, ensuring that property and equipment is respected and properly maintained.

#### BOOKKEEPING:

- Process bill payments for invoices and reimbursements as necessary.
- Write authorized paper checks for the Treasurer to sign as necessary.
- Log expenses in QuickBooks and keep committee expense reports updated.
- Keep track of credit card transactions and log in QuickBooks.
- Invoice renters and tenants and collect payment.
- Direct cash and check payments to the assistant treasurer for deposit.
- Keep a paper file of paid invoices and other financials.

Hourly Rate: \$17

Hours: 20 per week

Vacation: Two weeks (40 hours) a year

Medical and Sick leave: None

AYM: aym

Updated September 2021