



Office Administrator

Job Title: Office Administrator

Reports to: Church Pastor

Job Hours: Monday, Tuesday, Thursday 9:00am-4:00pm

Wednesday 9:00am-4:00p 6:55-8:15pm

Fridays 9:00am-1:00pm; 7:00-8:00pm

JOB DESCRIPTION

Objective

The primary role of the office administrator is to extend, strengthen, and facilitate the ministry of the City Temple SDA Church.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist Pastor and Head Elder with gathering of church data/information.
2. Work in conjunction with Departmental Heads with telephone calls and/or appointments
3. Maintain a directory of telephone numbers pertinent to Church Departments
4. Maintain proper storage of incident reports and other vital information concerning the church.
5. Type sermons, church bulletins, etc. as needed and requested.
6. Send letters to visitors and new members as requested by the Pastor and/or Head Elder.
7. Assist in maintaining church calendar.
8. Assist in maintaining e-mailing list of members and non-members of church announcements, documents and/or recordings of services
9. Operate Health Food Store
10. Maintain inventory of office supplies and re-order as needed (with approval from Pastor/Head Elder)
11. Arrange for needed repairs of office equipment as directed by Deacon Board
12. Distribute mail to appropriate personnel and/or departments.
13. Assist Pastor in making needed preparations for meetings, Bible Studies, Seminars, etc.



Office Administrator

14. Manage virtual platforms such as Zoom meetings and events. Assign who will be hosting and if applicable conduct a practice zoom so host is familiar with different zoom controls. Be on standby for any assistance needed.
15. Maintain the church website with upcoming events, church bulletin, and church store items
16. Oversee dry run meetings for Zoom virtual sabbath service and maintain a run sheet; Ensure that all appropriate personnel receive email with zoom links & run sheet
17. Perform any other duties requested by the Pastor, Head Elder, or Head Deacon as needed.

Competencies

1. Technical Competency (i.e. familiar with zoom, Microsoft office)
2. Organization
3. Communication (i.e. emails, robocalls)

Work Environment

This job operates both remotely and at the church location. This role routinely uses office equipment such as computers, and phones.

Physical Demands

This is largely a sedentary role. You may be required to lift about 20-30lbs in regard to packages or obtain paper, but not frequently.

Education and Experience

1. High School Diploma
2. Previous experience working as a personal assistant or office admin (preferred)
3. Must be flexible with assisting all age groups with technology
4. Must be a Seventh-day Adventist in good and regular standing.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may be added/subtracted according to the need of the church.

To Apply:

Send letter of interest and resume to detroitcitytemplechurch@gmail.com.