

River Valley Christian Fellowship

JOB DESCRIPTION

Title of Position

Office Administrator (Full time)

Job Category

Bastrop Campus

Direct Supervisor

Lead Pastor's Exec Asst

Pay Range

\$35-39K, with paid benefits for employee only

Job Description

The Office Admin is the voice, the face, the first impression and the front line of River Valley Christian Fellowship and the Kingdom of Heaven in this organization. This role is to display and model an attitude of love and joy in work, with a heart for God and for people.

Principal | Direct Responsibilities

- Prayer is our #1 job!
- Make sure callers and guests are always greeted with customer service and Godly care.
- Maintain clear communication with Pastors, group leaders, potential leaders, volunteers and members.
- Answer general questions from callers and on-site visitors.
- Answer the phone and transfer calls to appropriate person efficiently.
- Answer and forward emails and voicemails that come to the general church office.
- Updates church database (CCB) as necessary.
- Installation of the bi-weekly Stall Street journal.
- Track attendance; maintain detailed ministry dashboard.
- Organize staff meetings and celebrations.
- Order necessary office and communion supplies and maintain inventory in the supplies closet.
- Restock Hospitality and Student Café supplies and keep organized (includes trips to Sams Club for order pick up approximately 2x/month).
- Order Classic Christmas supplies, including candles, cookies and hot chocolate.
- Keep kitchen organized and ready for use.
- Update the annual sympathy list.
- Make copies and maintain the copy machine/printer/fax.
- Assist with room set up and tear down for events, as needed.
- Take mail to Post Office/check PO Box for mail.
- Offer administrative assistance for all staff as requested and approved by your supervisor.
- Prepare and deliver bank deposits to the bank.
- Prepare and mail tithe statements annually.
- Track building campaign pledges.
- Coordinate Facility Use Agreement with Facility Director and guest.
- Send churchwide emails as needed.
- Update/oversee ChMS and RV Events calendars.
- Representative/contact person for Chamber of Commerce, Bastrop Pregnancy Resource Center and Feed the Need and will assist in coordinating attendees to their events.

Required Skills | Competencies

- Exceptional communication skills both verbally and in writing.
- Organizational and administrative skills.
- Must be proficient with computer use and programs such as Word and Outlook.
- Must understand and maintain confidentiality as required by the church and its ministries.
- Must be self-motivated to perform with little or no supervision at times.
- A growing Christian in faith and character, as evidenced by your involvement with River Valley Connections.
- A commitment to the mission of the church and full support of the church's statement of faith.
- Understanding of and willingness to work and serve within the doctrinal commitments of the church.

This job description is not all inclusive and other duties may be assigned as directed.