

Office Administrator Job Description

Trinity Presbyterian Church (PCA)

March 2025

Position Description

The office administrator organizes and interfaces with aspects of ministry at Trinity to create a strategic and relational environment. The office administrator coordinates with staff and volunteers to accomplish the goals and mission of Trinity. The office administrator embodies the five core values of Trinity and is the first point of connection for many members and volunteers at Trinity. Data entry, volunteer organization, membership tracking, facility coordination and scheduling are all part of the skillset of the office administrator.

The office administrator will work part-time hours Monday through Thursday 9:00am-2:00pm. The office administrator reports to the senior pastor.

Office Administrator Responsibilities

1. Reception and connection

- Answer incoming phone calls
- Lock and unlock facility during working hours
- Greet guests and visitors
- Check mail and distribute
- Order and maintain office supplies
- Receive deliveries and supply orders

2. Administration

- Maintain church calendar
- Help with online event registration forms
- File session and congregational meeting minutes

3. Membership

- Maintain membership database
- Update and maintain membership roll
- Produce name tags for new members
- Assist members with online church member directory

- Fill out annual denominational statistical report in February

4. Volunteer Coordination and Interaction

- Communicate with ministry leaders to create Trinity's quarterly serving schedule
- Maintain online volunteer serving schedule
- Assist ministry leaders with facility use and resources
- Order Bible study, Spur Group and Sunday school materials for leaders

5. Financial

- Intake of bills for payment and forwarding to bookkeeper and treasurer
- Update Sunday morning giving and attendance figures weekly
- Track budget category spending for office expenses

6. Printing Assistance

- Assist volunteers and ministry leaders with their printing and copying needs
- Oversee copier maintenance and supply level

7. Church Facility

- Communicate with deacons about facility usage, repairs and cleaning
- Coordinate and correspond with church vendors in repair and maintenance items
- Coordinate usage of facility for Bible studies, meetings, events, weddings, funerals and memorials
- Initial point of contact for requests to use church building for non-Trinity events
- Order hospitality supplies for kitchens
- Maintain inventory of cleaning supplies, bathroom paper products and soap and order and install replacements
- Coordinate ordering of softener salt, delivery and resupply
- Issue and maintain records of facility key cards using security software

8. Other duties as assigned