

**Office Administrator Job Description**  
**Trinity Presbyterian Church (PCA)**  
**October 2024**

**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 Monday through Thursday 9:00am-2:00pm.

The office administrator reports to the Senior Pastor.

**Office Administrator Responsibilities**

1. Printing

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

2. Volunteer Coordination and Interaction

- Communicate with ministry leaders to create Trinity's serving schedule
- Support Emergency Response Team scheduling and processing of new members
- Maintain online volunteer serving schedule
- Assist ministry leaders by resourcing them

3. Administration

- Maintain church calendar
- Create online event registration forms
- Mail correspondence to congregation
- Help with twice annual giving receipts at accounting office, if needed

#### 4. Membership

- Maintain membership People database
- Update and maintain membership roll
- Produce name tags for new members
- Assist members with online church member directory
- Create annual denominational statistical reports in February

#### 5. Financial

- Intake of bills for payment
- Interface with bookkeeper and treasurer
- Update Sunday morning giving and attendance figures weekly

#### 6. Reception

- Answer incoming phone calls
- Greet guests and visitors
- Check mail and distribute
- Order and maintain office supplies
- Order Bible study, Spur Group and Sunday school materials
- Receive deliveries and supply orders

#### 7. Church Facility

- Communicate with diaconate chairman or designated facilities deacon for facility usage, repairs and cleaning
- Coordinate and correspond with church vendors in repair and maintenance items
- Coordinate usage of classrooms for meetings, events, weddings, funerals and memorials
- Lock and unlock facility for church events during working hours
- Order hospitality supplies

- Maintain inventory of cleaning supplies, bathroom paper products, 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
- Initial point of contact for requests to use church building for non-Trinity events

8. Other duties as assigned