Job Title: Center Church Administrative Church Coordinator

Reports To: Senior Pastor, Associate Pastor, and Staff Parrish Committee

Position Type: Part Time

# of hours weekly: 25 hours

Salary range between: $17,000-$20,000

Church Overview: Center Church is a vibrant and dedicated growing community of believers committed to following Jesus Christ and making disciples. Our mission is to “Know Christ and Make Him Known.” We are dedicated to creating a welcoming environment where individuals and families can grow in their faith and experience genuine community through engagement with our various church groups and activities

Position Summary: The Administrative Church Coordinate is integral to the operations and success of the church and will support Center Church by being the primary facilitator of the Church Management system ChruchTrac and working collaboratively with all staff and volunteers to further the church’s mission and vision via clear communication through various mediums (email, phone, web post, and digital calendaring).

Key Responsibilities:

* Facilitate the ChurchTrac management system which will be a significant responsibility of this job. This will involve maintenance of the church directory, the main church calendar, some content for the church connect site inside the management system and various admin access.
* Maintain and distribute various printed church publications such as the church bulletin, monthly news letter, and etc.
* Assist the Senior Pastor/Associate Pastor, Next Gen Minister, and Center Christian School Director to enhance the success of their jobs through coordination of communications, answering/screening calls when necessary and organizing their event planning.
* Accountable for the keeping of all church events to be scheduled on the main church calendar in the management system with support from designated individuals in the church (TBD)
* Accountable for the maintenance of non-church events scheduled on the calendar in the management system and securing payments before the scheduled event.
* Coordinate with listed Facilitators for schedule outside church event
* Alert Trustee chairperson as needed after daily sweeps of the buildings and/or contact the necessary individual (company) for resolving problem (plumbing, electrical, etc.).
* Make sure facilities are kept stocked with necessary items in designated public areas of the church for up coming events: i.e., restrooms with necessary supplies, kitchens with staple items for cooking and serving meals.
* Make sure all facilities are kept secure outside of event or service days by checking the grounds doors are kept closed and secured by the church’s security system.
* The Church Coordinator must attend one Administrative Board meeting a quarter. That is 4 a year. As well as any required Staff Parrish meeting as considered necessary by the Staff Parrish

Qualifications:

* Proficient knowledge of computer functions and operating systems management.
* Proficient in Microsoft Office products and can manage the production or maintenance of various documents needed for church operations and communications management.
* Excellent relational skills in person, through emails and by phone.
* A strong understanding of, or comfortable attitude working with, web-based software system administration like the ChurchTrac software.
* Clean Background check
* Align with center Church’s Values via our Mission Statement

Confidentiality

* Center Church takes seriously protecting its flock and shielding the church from the impacts of gossip. A breach of confidentiality is immediate grounds for job termination. That will apply to anyone who applies for the job.
* All personal people records are to be kept secure and confidential unless permission is given for use publicly.